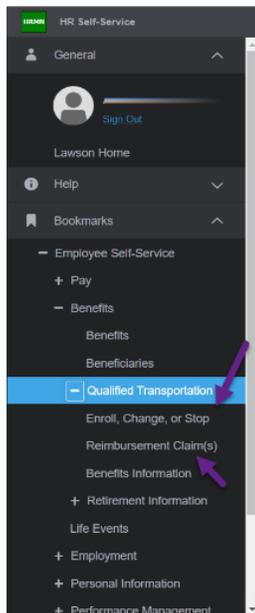


Self-Service User Guide for Qualified Transportation Fringe Benefits (QTFB)

Employees can enroll in, change, or stop a Qualified Transportation Fringe Benefits (QTFB) account through [HR Self-Service](#), as well as view their QTFB account balance or submit reimbursement claims.

Logging into HR Self Service

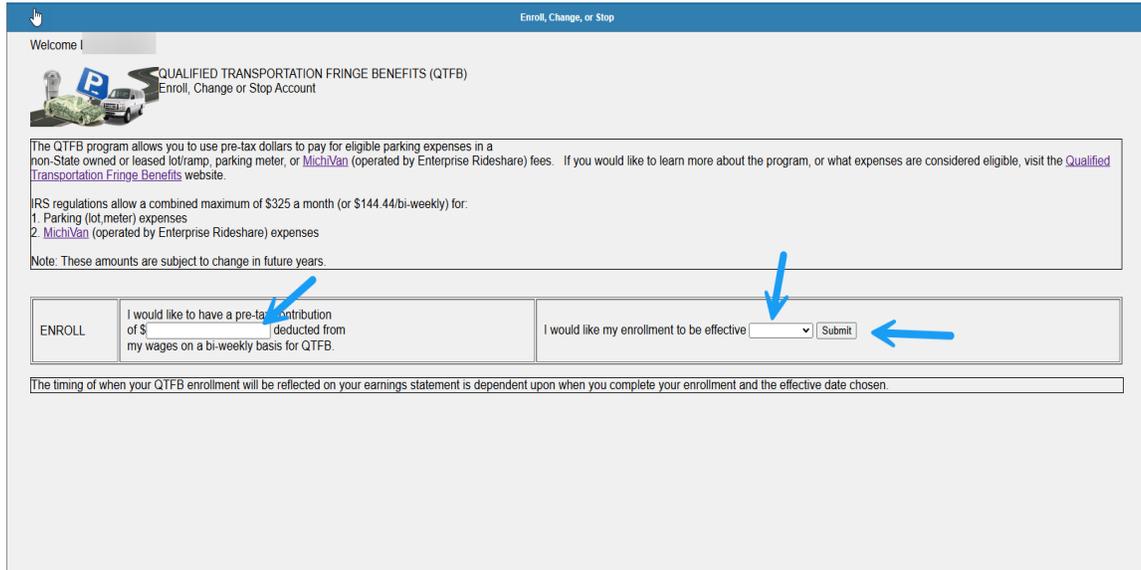
Log into HR Self-Service from the HR Gateway Page. Select 'Bookmarks' in the upper left-hand corner to display your menu; navigate to Employee Self-Service, Benefits, and then Qualified Transportation. You will then choose from either 'Enroll, Change, or Stop' or 'Reimbursement Claim(s)'; click to access screen



Self-Service User Guide for Qualified Transportation Fringe Benefits (QTFB)

Enroll In a QTFB Account

1. Click "Enroll, Change or Stop" from the left menu.



Welcome!

ENROLL, CHANGE, OR STOP

QUALIFIED TRANSPORTATION FRINGE BENEFITS (QTFB)
Enroll, Change or Stop Account

The QTFB program allows you to use pre-tax dollars to pay for eligible parking expenses in a non-State owned or leased lot/ramp, parking meter, or [MichiVan](#) (operated by Enterprise Rideshare) fees. If you would like to learn more about the program, or what expenses are considered eligible, visit the [Qualified Transportation Fringe Benefits](#) website.

IRS regulations allow a combined maximum of \$325 a month (or \$144.44/bi-weekly) for:

1. Parking (lot, meter) expenses
2. [MichiVan](#) (operated by Enterprise Rideshare) expenses

Note: These amounts are subject to change in future years.

ENROLL I would like to have a pre-tax contribution of \$ deducted from my wages on a bi-weekly basis for QTFB. I would like my enrollment to be effective

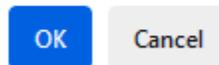
The timing of when your QTFB enrollment will be reflected on your earnings statement is dependent upon when you complete your enrollment and the effective date chosen.

2. Enter the amount you would like deducted each pay period.
3. Select from drop down when deduction should begin.

Note: Enrollments must be future dated and will always take effect the first day of the month that the you choose.

4. The following is an example of the message that appears once the Submit button is selected. Click OK to confirm your election.

Your QTFB benefit deduction for \$100 will begin on 02/01/2025.



5. The following confirmation screen will appear when the enrollment is complete.

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This statement is confirmation that you changed your Qualified Transportation Fringe Benefits (QTFB) account.

Employee Name:
Employee Number:

QTFB Enrollment		
Bi-Weekly Deduction Amount	Start Date	Stop Date
100.00	02/01/2025	

By enrolling in the QTFB program, you are agreeing to:

- Only request reimbursement for your own personal expenses.
- Only request QTFB claim reimbursements for parking and/or vanpool expenses incurred while you are in work status.
- Not seek reimbursement for QTFB expenses from any other plan or party.
- Submit documentation to validate your QTFB expenses (retain originals for IRS).

Details about Qualified Transportation Fringe Benefits (QTFB) can be found at <https://www.michigan.gov/mdcs/employeebenefits/qualified-transportation>.

Note: you will automatically receive an emailed confirmation statement if you have an email address listed in your [HR Self-Service](#) account (Under Employment/Work Phone & Email. You also have the option to print this confirmation statement from this screen.

Change or Stop your QTFB Deduction

From the Enroll, Change, or Stop Screen you may change or Stop your current deduction(s).

Change Amount: Enter the new amount and select the effective date; click Submit. This change will be effective the first day of the following month that you make the change unless you elect a later date

Note: Retroactive changes are not allowed

CHANGE	I would like to have a pre-tax contribution of \$ <input type="text"/> deducted from my wages on a bi-weekly basis for QTFB. 	I would like my enrollment to be effective <input type="text"/> <input type="button" value="Submit"/> 
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Self-Service User Guide for Qualified Transportation Fringe Benefits (QTFB)

Change or Delete Future Dated Deductions: To change a pending futured dated enrollment, you must first delete the pending enrollment and then re-enroll with the new amount.

You have future dated enrollment(s):

Start Date	Stop Date	Amount	
02/01/2025		100.00	Delete 

Stop Deduction: To stop a current deduction, select from the drop down when the deduction should stop; click Submit.

Note: Stop dates are always the end of the pay period in which you choose

STOP | I would like to stop my bi-weekly deduction: Submit 

The timing of when this change will be reflected on your earnings statement is dependent upon when you complete your change and the effective date chosen.

Submitting Reimbursement Claim(s)

It is your responsibility to ensure that you submit QTFB reimbursement claims for eligible parking & vanpool expenses in a timely manner as well as provide the necessary receipts/documentation to substantiate your claim(s). You have 180 days from the last day of the month in which you incurred the expense to submit a reimbursement claim & substantiating documentation in order to receive reimbursement.

1. Click "Reimbursement Claim(s)" from the bookmark menu (Page 1).

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2. The reimbursement screen will show Paid Claims, Historical Claims , Pending Claims and your Current QTFB Balance

Paid Claims
Historical Contributions
Pending Claims

Recently approved claims may appear on a future pay warrant.

Claim Month	Claim Number	Amount	Type	Status	Meter Days
08/31/2024	81838	130.00	Lot/Ramp	Approved	0
07/31/2024	81837	130.00	Lot/Ramp	Approved	0
06/30/2024	81836	130.00	Lot/Ramp	Approved	0

QTFB Account Balance: **780.00**

A separate claim is required for each month and expense type.
IRS rules may prevent some claims from processing even if you have an available balance.

3. Scroll to the bottom of the page to view the expense entry fields

4. Select from the drop downs the Expense Type, Claim Month, and Amount for each claim you are submitting; number of days parked only applies to metered

Note: A separate claim is required for each month and expense type

Expense Type	Claim Month	Amount	Number of Days Parked
▼	▼	▼	
▼	▼	▼	
▼	▼	▼	
▼	▼	▼	
▼	▼	▼	
▼	▼	▼	
▼	▼	▼	
▼	▼	▼	
▼	▼	▼	
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▼	▼	▼	
▼	▼	▼	
▼	▼	▼	
▼	▼	▼	
▼	▼	▼	

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- Once you've entered your reimbursement claims and have read and agreed to the terms listed above, select Submit.

Note: you will automatically receive an emailed confirmation statement if you have an email address listed in your [HR Self-Service](#) account. You also have the option to print the confirmation statement from the following screen.

Your Reimbursement Claim will not be complete until **Submit** is selected below. By doing so, I certify that:

- The information above is accurate and complete.
- I am requesting reimbursement for my own personal expenses.
- The parking and/or vanpool expenses claimed were incurred while in work status.
- I have not and will not seek reimbursement of this expense from any other plan or party.

- Use the Print button to print your confirmation statement.
- On the confirmation print statement that pops up. Check box for each receipt being uploaded and select "Upload Documentation" as shown below

This is confirmation that you submitted a Qualified Transportation Fringe Benefits (QTFB) Reimbursement Claim(s) on 01/21/2025.

Employee Name:
Employee Number:

Claim Number	Expense Type	Claim Month*	Claim Amount	Number of Days Parked	Check box for each receipt being uploaded**
81953	LOT/RAMP	10/2024	10.00	N/A	<input type="checkbox"/>

* Please note that you must supply substantiating documentation for the claim(s) you have submitted. You have 180 days from the last day of the claim month, for each claim, to provide this documentation (e.g., receipt), otherwise the claim(s) will be denied.

** Receipts may be submitted by clicking the Upload Documentation button above, faxed to 517-284-0078 or mailed to:

Civil Service Commission
Attn: Employee Benefits Division
P. O. Box 30002
Lansing, MI 48909

IRS rules may deem some claims ineligible and prevent them from processing, even if you have an available balance.

By submitting a QTFB reimbursement claim, you are agreeing to:

- Only request reimbursement for your own personal expenses.
- Only request QTFB claim reimbursements for parking and/or vanpool expenses incurred while you are in work status.
- Not seek reimbursement for QTFB expenses from any other plan or party.
- Submit documentation to validate your QTFB expenses (retain originals for IRS).

Visit the [QTFB website](#) for further details about this program.

Self-Service User Guide for Qualified Transportation Fringe Benefits (QTFB)

8. Select “Browse”, attach document, and Select “Upload”

Claim Information:

1. EmployeeId : 9999999
2. TimeStamp : 14:04:18
3. Claims : 66329

Notes while uploading:

1. Allowed file types are PDF, JPG, JPEG, GIF, PNG, and TIF.
2. File size is limited to 5MB.
3. You may submit up to 8 documents.
4. File Name should not exceed 100 alphanumeric characters.

* = Required Fields

*

9. Review documents and Select “Submit Documentation”

File Upload Confirmation

Your uploaded documents are submitted for review. Please note the Claim Number for future verification: **66329**

FileName	FileStatus	Date Uploaded
IMG_7472.JPG	Pending Approval	Date and Time Here

10. Once submitted , you will be provided a claim number for future verification , close you browser window .

Note: To submit documentation at a later date, you can complete the above steps (7 - 10) by going to the Pending Tab from the Reimbursement Claim(s) bookmark.

For additional information, visit the [QTFB website](#)