

ANNUAL METROCARD SCHEME

The Annual MetroCard is a pre-paid travelcard that gives virtually unlimited travel on buses or trains & buses in West Yorkshire. It is not restricted to the services of any one operator and cuts out the need to purchase tickets on an *ad hoc* basis or to take time out to renew at Travel Centres. The Annual MetroCard is available as a bus only card (all bus operators) or bus plus rail (choice of zones) within West Yorkshire. The Annual MetroCard is the most cost-effective way of buying a MetroCard.

As part of an overall employee benefits package, and because the University has made a corporate commitment to sustainable travel, the University is able to purchase Annual MetroCards on behalf of its staff at a 15% discount. This 15% is passed directly to staff in order to make sustainable travel to work more affordable.

Eligibility

This scheme is open to all staff other than those on casual or part-time hourly paid contracts (due to the irregular nature of these contracts).

Cost of Annual Metrocards

The costs below show the prices for the Annual MetroCard for the period 1st May 2002 – 30th April 2003.

TICKET TYPE	LIST PRICE (annual card)	15% DISC.	SAVING OVER LIST PRICE
Countywide bus	£475.00	£403.75	£71.25
Bus plus rail zones 1-3	£530.00	£450.50	£79.50
Bus plus rail zones 1-4	£645.00	£548.25	£96.75
Bus plus rail zones 1-5	£730.00	£620.50	£109.50
Bus plus rail zones 2-5	£520.00	£442.00	£78.00

Paying for your Annual MetroCard

Payroll Deductions for Permanent Officers and Lecturers

Staff pay for their Annual MetroCard over a 9 month period. For permanent Officers and Lecturers, deductions from salaries will commence in May and end in January.

TICKET TYPE	Total Cost	Repayments (Months 1 – 8)	Repayments (Month 9)
Countywide bus	£403.75	£45	£43.75
Bus plus rail zones 1-3	£450.50	£50	£50.50
Bus plus rail zones 1-4	£548.25	£62	£52.25
Bus plus rail zones 1-5	£620.50	£70	£60.50
Bus plus rail zones 2-5	£442.00	£50	£42.00

Payroll Deductions for Weekly Paid Staff

For weekly paid staff deductions will commence at week 5, week ending 05 May 2002 (Pay date 09 May 2002) and end Week 44, week ending 2nd February 2002 (Pay date 6th February 2003) and be deducted for 40 weeks.

TICKET TYPE	Total Cost	Repayments (Weeks 1 – 39)	Repayments (Week 40)
Countywide bus	£403.75	£10.20	£5.95
Bus plus rail zones 1-3	£450.50	£11.50	£2.00
Bus plus rail zones 1-4	£548.25	£13.80	£10.05
Bus plus rail zones 1-5	£620.50	£15.50	£16.00
Bus plus rail zones 2-5	£442.00	£11.25	£3.25

If You Stop Working for the University

If you leave the University then you must give Payroll 30 days notice in advance of your departure so that the following options can be offered:-

1. You can pay for the card in full to the University before leaving.
2. You can return the card and cease membership of the scheme (and balance any deficit you owe to the University).

Leaving the Annual MetroCard Scheme for other Reasons

By joining the Annual MetroCard scheme, you are entering into a 12-month contract with the University. However, mitigating circumstances (at the discretion of Payroll) do enable you to terminate your membership of the scheme during the 12 month period.

You are required to give Payroll 30 days notice of your intention to leave the scheme, at the end of which, you must return your card. At this point there will be an additional charge as the discount offered is subject to the card being used for the full year. Payroll will notify you accordingly, of any adjustments for underpayment on the card and a £10.00 administration charge will be made.

If you decide to leave the scheme at the end of the deduction period, you must contact Metro direct, but please inform Payroll.

Replacement Cards

If a card is lost or damaged, please contact Payroll immediately. A duplicate can be obtained by submitting a replacement photograph to Metro. A charge of £5.00 is imposed by Metro to cover administration and replacement costs.

Staff Joining the Annual MetroCard Scheme After May 1st

Any new staff joining the University during the 9 month / 40 week period that the Metrocard scheme is running will be able to purchase a card on a pro-rata basis. The card will expire on the same date (April 30th) as all others in the scheme.

What To Do Next

If you are interested in purchasing a card you should complete the attached application form and payroll instruction and return them together with 2 passport size photographs to Payroll Services.

AUTHORISATION FOR DEDUCTION

Annual Metrocards

Surname(Mr, Mrs, Miss, Ms, Prof) Forename(s)

Address

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Payroll Number Location

Faculty/Division

Type Of Card

Cost

(Tick Appropriate Box):

Bus Countywide	£403.75
Rail Zones 1 - 3 And Countywide Bus	£450.50
Rail Zones 1 - 4 And Countywide Bus	£548.25
Rail Zones 1 - 5 And Countywide Bus	£620.50

The amount to be deducted will be the amount of the card you choose divided by 9 payments for monthly and 41 payments for weekly.

If You Leave the University

you must provide Payroll 30 days in advance of leaving the University so that you can be offered the following options:-

- 3. Pay for the card in full to the University before leaving.
- 4. Return the card and cease membership of the scheme.

Leaving the Annual MetroCard Scheme for other Reasons

You are required to provide Payroll with 30 days notice of your intention to leave the scheme, at the end of which, you must hand-over your card. At this point there will be an additional charge as the discount offered is subject to the card being used for the full year. Payroll will notify you accordingly, of any adjustments for underpayment on the card and a £10.00 administration charge will be made.

Authorisation of deductions / pay adjustments and agreement to terms of Metrocard

Signature Date

Completed forms must be returned no later than 26March 2002.

Payroll Use Only

Code	Amount per week/month
294 bus
295 rail 1 - 2/bus
296 rail 1- 3/bus
21f rail 1 - 4/bus
21g rail 1 - 5/bus

Signature Date Actioned (Month/Week)

Further Information

If you would like any further information please contact Payroll Services on extensions 5443/5448

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