



## *Commuter Benefits for Berkeley Lab Employees*

**The WageWorks Commuter Benefits enable Lab employees to save money by using pre-tax dollars to pay for their commuter expenses.**

Employees place their orders directly through WageWorks by the 10<sup>th</sup> of each month for the fulfillment of their next month's elections. Payroll deducts the employee elections from their paycheck once a month.

Employees can enroll, make changes or cancel their enrollment order and payroll related transactions by the monthly cut-off date by the 10<sup>th</sup> of each month.

Employees receive their elected orders from WageWorks by the 1<sup>st</sup> of each month, mailed to their home address or any location specified.

**The WageWorks Commuter Benefits cover a wide range of commuting options, including: bus, train, ferry, cable car, and vanpool.** Below are just some Bay Area public transit options for your WageWorks Commuter Benefits:

- Muni bus and rail
- BART
- Caltrain
- Altamont Commuter Express
- Solano Transportation Authority
- AC Transit
- Santa Clara VTA
- Alameda-Oakland Ferry
- Blue and Gold Fleet

**For additional information about the WageWorks Commuter Benefits, including the monthly tax-free allowable limits, contact the WageWorks Customer Service directly by calling (877) 924-3967 or visiting the website <https://www.wageworks.com> -- click on *Employees* and *Commuter Benefits*.**

**When you're ready to sign up as a new employee participant, go to the WageWorks website <https://www.wageworks.com> -- click on *Log In/Register* and *Employee Registration* and follow the rest of the prompts in order to complete your registration process. If you need assistance concerning your registration process (i.e. you're not being recognized as a Lab employee), call the Lab's Benefits Office at (510) 486-6403.**

Note: Lab employees can also access the WageWorks website by using the Lab's **A-Z Index** under **C** – Commuter Benefits for Lab Employees by WageWorks and **W** – WageWorks Commuter Benefits for Lab Employees