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**Am I eligible to enroll in the program?**

If you are a current Ohio State employee, then yes! All faculty and staff members may enroll in the program. You are responsible for reviewing your paycheck to ensure sufficient funds are available for the deduction to occur.

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**How do I enroll in the program?**

Starting your COTA Bus Access deduction is done in [Employee Self Service](#), and step-by-step instructions can be found [here](#). Once you enroll, the payroll deduction will continue each month until you stop it.

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**What do I need to ride?**

Through this program, you do not need a COTA bus pass. All you need to ride COTA is your BuckID. If you are enrolling for the first time in the program, you will need to obtain a new BuckID from the [BuckID Office](#) in the Ohio Union. When you turn in your old BuckID, there is no charge for a new one.

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**Where can I obtain a BuckID?**

You can get a new BuckID at the [BuckID Office](#) located at 3040 Ohio Union:

1739 North High Street  
Columbus, OH 43210

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**What COTA routes are covered under the program?**

The COTA pre-tax payroll deduction option applies to Local COTA routes only. To ride an Express route, you need to pay an additional charge. This may be done on the COTA bus.

In addition, you may purchase a 31-day Express pass at the Transportation and Traffic Management Customer Service Office and the Wexner Medical Center Gift Shop and still receive a \$4 discount.

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**How much does it cost to enroll?**

As of March 2015, the current discounted price is \$58.00 per month for unlimited Local COTA rides for the following month. The amount of each deduction will be determined by the cost of the Local COTA bus pass as dictated by COTA. All rates are subject to change. Any rate changes will be communicated at the beginning of the year with advance notice.

To ride an Express route, you need to pay an additional charge of \$.75/ride after swiping a valid BuckID. You also have the option to purchase a 31-day Express pass at the Transportation and Traffic Management Customer Service Office and the Wexner Medical Center Gift Shop and still receive a \$4 discount.

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**Are there any cost savings associated with this program?**

Yes! As of March 2015, the standard Local monthly COTA pass is \$62.00 per month. The discounted price under the program is \$58.00 per month. That's a savings of \$4 to you, in addition to the financial savings that are inherent with the *pre-tax* payroll deduction.

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**Why do I have to pay more to ride the Express routes?**

The current discounted pre-tax payroll deduction is only available for Local COTA routes.

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**Can I use money on my BuckID to pay for any additional costs associated with Express routes?**

While you may add money onto your BuckID at any time, you will not be able to use the BuckID to gain access to or pay for access to Express routes.

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**Can I enroll in the program and start riding today?**

No. You must enroll in the program the month before you intend to ride. Payments for COTA bus access are made in advance. The deduction that is taken one month provides COTA bus access for the following calendar month.

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**What are the deadlines to enroll?**

You must enroll the month before you intend to ride. Payments for COTA bus access are made in advance. The deduction that is taken one month provides COTA bus access for the following calendar month.

If you are paid biweekly, you need to sign up by the 7<sup>th</sup> of the month prior to riding.

If you are paid monthly, you need to sign up by the 15<sup>th</sup> of the month prior to riding.

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**If I only use the COTA bus ten days per month, can I carry over the remaining unused days to the next month to ride?**

No. You are purchasing COTA bus access for the entire month.

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**Why didn't my COTA Bus Access deduction come out of my paycheck?**

There are many possible reasons you do not see the COTA Bus Access deduction on your paycheck.

- *Did you start your deduction on time?* The deadline for **biweekly** paid employees is the **7<sup>th</sup>** of the month for the deduction to come out that month and COTA bus access to start the following month. The deadline for **monthly** paid employees is the **15<sup>th</sup>** of the month for the deduction to come out that month and COTA bus access to start the following month. If you missed these deadlines, your deduction will come out the following month.
- *Are you paid biweekly?* If you are a biweekly paid employee, the deduction will only come out of the 2<sup>nd</sup> paycheck of the month.
- *Did you have sufficient funds on your paycheck?* It is possible that you did not have sufficient funds on your paycheck to deduct the full COTA Bus Access amount. In this instance, the deduction will not come out.

If you still have questions about your deduction, please contact [Payroll Services](#) at (614) 292-2311.

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**How do I stop the COTA Bus Access deduction from coming out of my paycheck?**

Stopping your COTA Bus Access deduction is done in [Employee Self Service](#), and step-by-step instructions can be found [here](#).

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**Do I need to stop my deduction when I terminate employment?**

Yes. Due to the timing of when you terminate, a deduction may still come out of your final paycheck if you have not stopped the deduction prior to the deadline.

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**If I miss the deadline to stop my payroll deduction, how do I get refunded?**

Unfortunately tax laws do not permit any refund of the pre-tax deduction once deducted. If you miss the deadline to cancel your enrollment, your pay will be deducted that month and you will continue to have access to COTA for the entire month following your deduction. No refunds will be given under any circumstance.

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**I am a staff member who recently enrolled in classes and am now paying for COTA access through my student fees. What should I do?**

Current staff members who are enrolled in classes and are paying the COTA student fee should opt out of the payroll deduction option for discounted Local COTA access. Stopping your COTA Bus Access deduction is done in [Employee Self Service](#), and step-by-step instructions can be found [here](#).

Staff members who have enrolled in classes should stop by the BuckID office to make sure their card is set up for the student ridership program.

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**Can I continue to purchase monthly Local and Express COTA passes on campus?**

Yes. You may continue to purchase discounted monthly COTA passes at the following locations:

- Transportation and Traffic Management Customer Service Office
- Wexner Medical Center Gift Shop

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**Who should I contact with questions?**

For questions or issues with your *payroll deduction*, contact [Payroll Services](#) at (614) 292-2311.

For questions about *COTA routes*, contact [COTA](#) at (614) 228-1776.

For questions about your *BuckID*, contact the [BuckID Office](#) at (614) 292-0400.

For *general program* questions, contact [Transportation and Traffic Management](#) at (614) 292-7433.

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