



1050 Regent Drive, Campus Box 502
Boulder, Colorado 80309-0502
303-735-2705 Fax: 303-492-6116
www.colorado.edu/pts

Eco Pass Eligibility Request

The Eco Pass Program is designed to reduce the number of driving trips to campus by employees who are regularly on campus as part of their employment with the University of Colorado at Boulder. An employee with a Boulder home campus position can become eligible for an Eco Pass by demonstrating they hold an ongoing position that requires them to be on campus for more than 416 hours per year or that they are designated as having a full time percentage of greater than 20 in the PeopleSoft system. Employees who were not automatically issued an Eco Pass must complete the form below to be considered for a pass.

Employee Name: _____ Employee ID Number: _____
Position Title: _____ Employee Email: _____
Home Campus: _____ Department: _____
Campus Box: _____ Hire Date: _____

To be completed by Employee's Supervisor (use additional sheets as necessary):

- I certify that the employee listed above has worked _____ hours on the Boulder Campus in his/her current position in the last calendar year.
- I certify that the employee listed above will have worked more than 416 hours as a non-temporary and non-student employee on the Boulder Campus in calendar year 2011. List estimated total hours to be worked in 2011 _____. Explain briefly the function of the employee with relation to time spent on campus (i.e. Bob comes in for three days per month to help process records.) _____

- I certify that the employee listed above is not a temporary, adjunct or student employee and has an appointment through 2011.
- If the employee listed above has less than a 20 full time percentage designation in the PeopleSoft system please explain why: _____

Supervisor Name (print): _____ Title: _____

Supervisor Signature: _____ E-mail: _____

Department Payroll Liaison or Appointing Authority Name (print): _____

Title: _____ E-mail: _____

Department Payroll Liaison or Appointing Authority – Signature _____

Please call 303-735-2705 with any questions.

Return this completed sheet to:
Tracy Calvin
Parking and Transportation Services
1050 Regent Drive
502 UCB
FAX – 303-492-6116

Employees who are deemed eligible will be e-mailed notice within one week of receipt of this completed request explaining when and where their Eco Pass Sticker will be available.