

TriMet/CTran Open Enrollment FEB 7th – MAR 18th

WHAT:

The TriMet and CTran Annual Options for City Employees Will Soon Be Available



WHEN:

The Open Enrollment Period: **February 7th – March 18th**

RECIPIENTS OF THIS MESSAGE:

Citywide All Employees Distribution List

QUESTIONS:

Rod Morales or Steve Baron
Central Payroll Services

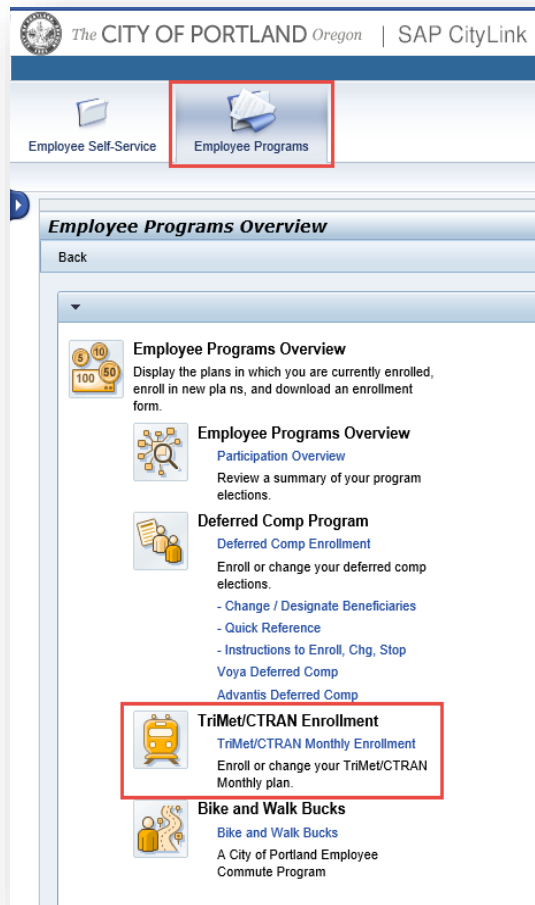
[Inbox, BHR Central Payroll](#)

503-823-4377 for Rod,
503-823-3149 for Steve

Trip Reduction Incentive Program (TRIP) Annual Passes

Open enrollment for the Annual TriMet & CTran Options for City Employees will be February 7th through March 18th, 2022. The 2022-2023 Annual Pass is a virtual HOP Pass loaded in HOP card. The TriMet and CTran monthly deduction option is also available.

The City allows your share of the **Annual HOP Pass to be deducted over TWO months** (2 paychecks), rather than one. The details and costs of the 2022-2023 Annual HOP program are described below. The HOP Pass will be valid July 1st, 2022 - June 30th, 2023. Enrollment will be through the [SAP Employee Self-Service portal](#) and it will extend to March 18th, 2022.



If you are interested in a TriMet Annual HOP Pass:

- The current value of a TriMet Monthly pass is \$100, and the Annual HOP Pass is \$1,100 (they give you one month free).
- If you buy your TriMet HOP Pass through the Annual payroll deduction, the City will subsidize your pass by contributing \$600 a year (\$50 per month). TriMet charges a \$2.50 processing fee. You pay \$502.50
- And it gets better. **First, you pay for this in two payments—\$251.25 from your April 7th paycheck and \$251.25 from your May 5th paycheck.** Second, you use pre-tax dollars, so the actual amount out of your pocket is less.

- The Annual HOP Pass will be valid July 1st, 2022-June 30th, 2023 and will be loaded into a personalized HOP card.
- So, buying an annual HOP Pass through payroll deduction runs you \$41.87 a month and you lock into this rate for one year. This compares to \$52 per month on the City's monthly deduction, which is subject to fare increases.
- This pass is non-refundable once it is purchased. TriMet reserves all the rights for whether any exception of refund can be granted.

If you are eligible for a TriMet Honored Citizen HOP Pass:

- Honored Citizen HOP Pass for seniors 65+, Medicare beneficiaries, and riders with a mental or physical disability.
- The current value of a TriMet Monthly Honored Citizen HOP Pass is \$28, and the Annual HOP Pass is \$310.50 (they give you one month free). TriMet charges a \$2.50 processing fee.
- If you buy your HC Annual HOP Pass through payroll deduction, the City will subsidize your card by contributing \$600 a year (\$50 per month) so it is **FREE!** The Annual HOP Card will be valid July 1st, 2022-June 30th, 2023 and will be loaded in an Honored Citizen HOP card.
- Proof of eligibility is required when boarding a bus, and fare inspectors randomly check fares on MAX, so be prepared to show your government-issued photo ID with your age on it (if you're a senior) or your Medicare card and government-issued photo ID (if you're a Medicare beneficiary).
- This pass is non-refundable once it is purchased. TriMet reserves all the rights for whether any exception of refund can be granted.

If you are interested in a CTran Annual HOP Pass:

CTran Adult All Zone: \$1,100 (one month free) - \$600 (City's Share) = \$500 (2 deductions of \$250 from your April 7th and May 5th paycheck).

CTran Adult Express: \$1,375 (one month free) - \$600 (City's Share) = \$775 (2 deductions of \$387.50 from your April 7th and May 5th paycheck).

- The Annual HOP Pass will be valid July 1st, 2022-June 30th, 2023 and will be loaded into a regular HOP card.
- After the CTran annual pass is purchased, you may cancel the pass and receive full refund if such request is received before July 5th, 2022. After July 5th, 2022 or if the pass is ever used, then only partial refund is

allowed. CTran reserves all the rights for if any full/partial refund can be granted.

How will I get the HOP card:

- **Existing TriMet Annual HOP Card Holders:** If you already have a TriMet Annual HOP Card, you still need to re-enroll with the City to receive your 2022 – 2023 Annual Pass. In June 2022, Central Payroll will remotely reload your existing Annual HOP card with a new virtual Annual HOP Pass valid from July 1st, 2022-June 30th, 2023.
- **Existing CTran HOP Card Holders:** If you already have a CTran HOP Card, you still need to re-enroll with the City to receive your 2022 – 2023 Annual Pass. In June 2022, Central Payroll will remotely reload your existing HOP card with a new virtual Annual HOP Pass valid from July 1st, 2022-June 30th, 2023.
- **New HOP Card Enrollees:** On June 2022, Central Payroll will mail you a new Annual HOP card loaded with a virtual Annual HOP Pass valid for July 1st, 2022-June 30th, 2023. This HOP card will be mailed to your mailing address in SAP. **There will be a \$3.00 charge for each new Annual Hop card.**
- If you would like to read more about the HOP card program, check out TriMet’s website. <http://trimet.org/fares/1yearpass.htm>
- If you lose your HOP card (it will be blocked), please contact Rod Morales or Steve Baron at Central Payroll for a replacement card. **There will be a \$3.00 charge for each new Hop card.**

Monthly Deduction Option

If you choose to switch over from month-to-month deduction to an annual deduction and get one month free, you need to complete the enrollment for an Annual HOP Pass. **After your enrolled for the Annual HOP Pass, central payroll will update your monthly pass plan to stop by 06/30/2022.**

Payday	TriMet Adult/CTran All Zone	CTran Express	Note
03/24/2022	\$50.00	\$75.00	Scheduled deduction for May 2022 monthly pass
04/07/2022	\$251.25	\$387.50	First deduction of 2022 – 2023 Annual Pass
04/21/2022	\$50.00	\$75.00	Scheduled deduction for June 2022 monthly pass . If you are transferring from monthly plan to annual plan, this should be your last monthly deduction .

05/05/2022	\$251.25	\$387.50	Second deduction of 2022 – 2023 Annual Pass
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If you currently have a month-to-month deduction for TriMet or CTran and **DO NOT** want to change to the Annual option, you do not have to do anything. Please be aware that the monthly option is subject to fare increases by TriMet or CTran.

- All TriMet monthly passes are non-refundable once it is purchased. It is employees' own responsibility to timely update their SAP transit plans to avoid unnecessary payroll deductions. Monthly pass for next month is purchased on the 2nd to last workday of current month. If you no longer need the pass for next month but the payroll deduction is already taken, please contact Rod Morales or Steve Baron at central payroll before the 3rd to last workday of the current month. TriMet reserves all the rights for whether any exception of refund can be granted.
- You may request to cancel a CTran monthly pass before the 5th day of the month. After the 5th day or the pass is ever used, no refund is allowed. It is employees' own responsibility to timely update their SAP transit plans to avoid unnecessary payroll deductions. CTran reserves all the rights for if any refund can be granted.

Guides

If you have never used the CityLink Portal to enroll or edit your TRIP plan, the instructions listed below are provided to help you.

Video Instructions

- [ESS Annual Transit Pass Enrollment](#)
- [ESS Monthly Transit Pass Enrollment](#)
- [Editing a Monthly Transit Pass Enrollment](#)

Simulation/Print Instructions

- ❖ [ESS Transit Annual Sign-Up](#)
- ❖ [ESS Transit Monthly Sign-Up](#)
- ❖ [ESS Transit Monthly Plan Change](#)

All Instructions can be found [[HERE](#)].

Questions?

Rod Morales, (503) 823-4377

Steve Baron, (503) 823-3149

Central Payroll Services

[Inbox, BHR Central Payroll](#)