

# How to Submit a Bike & Walk Bucks Online Form

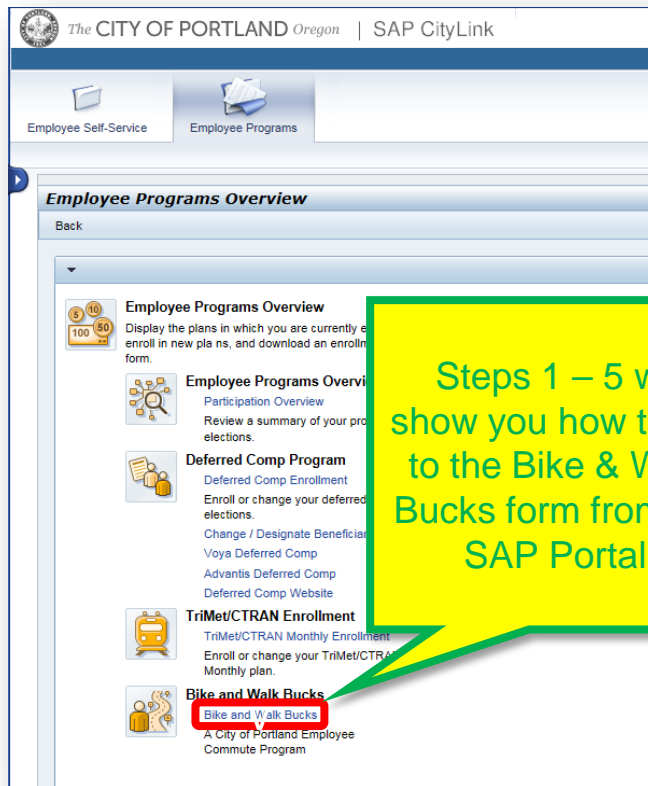
**Process:** How to access the Bike & Walk Bucks electronic submission form for claiming a benefit under this program.

## Overview

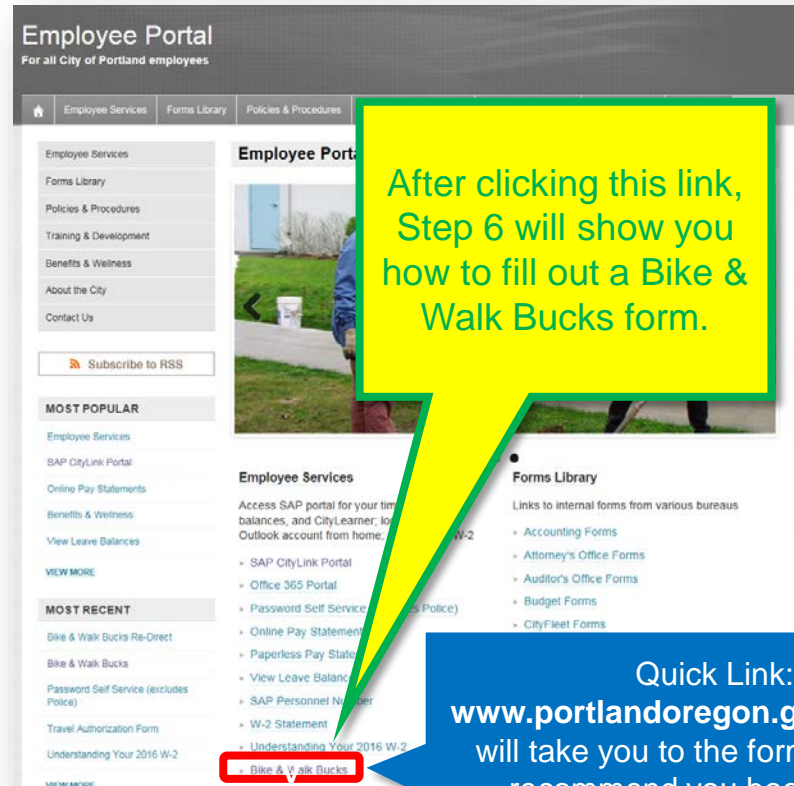
City employees who are benefits eligible and commute to work by bicycling or walking may qualify for \$50 per month of additional taxable income.

Follow these instructions to access the online form for claiming your benefit.

You have two ways to bring up the Bike & Walk Bucks form: [SAP Employee Self-Service](#) or the [PortlandOregon.gov](#) link.



Steps 1 – 5 will show you how to get to the Bike & Walk Bucks form from the SAP Portal.



After clicking this link, Step 6 will show you how to fill out a Bike & Walk Bucks form.

Quick Link:  
[www.portlandoregon.gov/bikewalk](http://www.portlandoregon.gov/bikewalk)  
will take you to the form also. We recommend you bookmark it.

# How to Submit a Bike & Walk Bucks Online Form

**Process:** How to access the Bike & Walk Bucks electronic submission form for claiming a benefit under this program.

The screenshot shows the official website of the City of Portland, Oregon. At the top left is the city logo and name. A search bar is located at the top right. Below the header, there is a navigation menu with items: Home, Services, Visiting, Government, Bureaus, Community, **Employees** (highlighted with a red box), and Business. The main content area features a large banner image of a bridge over a river. Below the banner, there is a 'Featured News' section with two articles: 'PPB Summer Camp' and 'Let's Call It What It Is'. On the left side, there is a 'I WANT TO...' sidebar with various service links.

Steps 1 – 5 will walk you through logging in to the SAP Portal to access Bike & Walk Bucks from the Employee Services section of the CityLink Portal.

## Step 01

Go to the City's main web page,  
[www.portlandoregon.gov](http://www.portlandoregon.gov).

Click on the **Employees** button.

# How to Submit a Bike & Walk Bucks Online Form

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The CITY OF PORTLAND Oregon

## Sign-In

**PortlandOregon.gov User Name**

You can also use your registered e-mail address.

**Password**

Password is case sensitive. [Forgot your user name or password?](#)

**Save Login**

Yes  No

Selecting "Yes" will allow you to bypass the login prompt in the future on your current computer.

**Sign-In**

**New to PortlandOregon.gov?**

If you want to sign in, you'll need to create an account and register first.

Creating an account is fast and secure. It will give you access to new areas of PortlandOregon.gov, such as subscriptions, event registration, and content catered to your interests.

**Create a New Account**

[Forgot your user account or password.](#)

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## Step 02

If you are not already logged in to the portlandoregon.gov domain, you will be prompted to enter your City credentials.

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The CITY OF PORTLAND Oregon

Search PortlandOregon.gov

My Account Sign Out

## Employee Portal

For all City of Portland employees

Employee Services Forms Library Policies & Procedures Training & Development Benefits & Wellness About The City Contact Us

Employee Services

Forms Library

Policies & Procedures

Training & Development

Benefits & Wellness

About the City

Contact Us

Subscribe to RSS

### MOST POPULAR

Employee Services

SAP CityLink Portal

Online Pay Statements

Benefits & Wellness

View Leave Balances

VIEW MORE

### MOST RECENT

Bike & Walk Bucks Re-Direct

Bike & Walk Bucks

Password Self Service (excludes Police)

Travel Authorization Form

Understanding Your 2016 W-2

VIEW MORE

### Employee Portal

#### Employee Services

Access SAP portal for your time sheet, leave balances, and CityLearner; log onto your Outlook account from home; access your W-2

- ▶ SAP CityLink Portal
- ▶ Office 365 Portal
- ▶ Password Self Service (excludes Police)
- ▶ Online Pay Statements
- ▶ Paperless Pay Statement
- ▶ View Leave Balances
- ▶ SAP Personnel Number
- ▶ W-2 Statement
- ▶ Understanding Your 2016 W-2
- ▶ Bike & Walk Bucks

#### Forms Library

Links to internal forms from various bureaus

- ▶ Accounting Forms
- ▶ Attorney's Office Forms
- ▶ Auditor's Office Forms
- ▶ Budget Forms
- ▶ CityFleet Forms

+ View 6 more links

## Step 03

From the **Employee Portal**, under the **Employee Services** section, you have two ways to bring up Bike & Walk Bucks:

**SAP CityLink Portal** (top link) **A**

-- OR --

**Bike & Walk Bucks** (lower link) **B**

The CityLink Portal will take you into SAP Employee Self-Service.

The Bike & Walk Bucks link will take you directly to the form (page 6 of this instruction).

### Employee Services

Access SAP portal for your time sheet, leave balances, and CityLearner; log onto your Outlook account from home; access your W-2

- ▶ SAP CityLink Portal **A**
- ▶ Office 365 Portal
- ▶ Password Self Service (excludes Police)
- ▶ Online Pay Statements
- ▶ Paperless Pay Statement
- ▶ View Leave Balances
- ▶ SAP Personnel Number
- ▶ W-2 Statement
- ▶ Understanding Your 2016 W-2
- ▶ Bike & Walk Bucks **B**

# How to Submit a Bike & Walk Bucks Online Form

**Process:** How to access the Bike & Walk Bucks electronic submission form for claiming a benefit under this program.

The screenshot shows the SAP CityLink Employee Self-Service portal. At the top, the header reads "The CITY OF PORTLAND Oregon | SAP CityLink". Below the header, there are two main navigation tabs: "Employee Self-Service" and "Employee Programs", with the latter highlighted by a red box. A secondary navigation bar includes "Overview", "Personal Information", "Compensation", "CityLearner", "Help", and "Time". The main content area is titled "Overview" and contains several service tiles:

- Personal Information:** Manage your contact information. Quick Links: [My Personal Data](#), [My Address Information](#), [My Communication Information](#), [Validate Social Security Information](#).
- Compensation:** View your pay statement and change your tax withholdings. Create, view and/or change your banking details. Quick Links: [My Pay Statement](#), [My Tax Withholding \(W-4\)](#), [My Banking Information](#), [My Pay Statement Delivery Method](#).
- Time:** Record your working times, request leave and... Quick Links: [My Time Sheet](#), [My Time Requests](#), [My Time Statement](#), [Leave Balances](#).
- CityLearner:** Manage your training activities, view training his training catalog. Quick Links: [CityLearner](#), [Training History Report](#).
- Help:** View Help Documents and Frequently Asked Questions (FAQs). Quick Links: [ESS Help](#).

## Step 04

If you clicked on the **SAP CityLink Portal hyperlink**, you'll be brought to the SAP Portal page as seen here.

Click on the **Employee Programs** tab at the top of the page.

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**Process:** How to access the Bike & Walk Bucks electronic submission form for claiming a benefit under this program.

The screenshot shows the SAP CityLink interface for The City of Portland, Oregon. At the top, there is a navigation bar with 'Employee Self-Service' and 'Employee Programs' tabs. Below the tabs, the 'Employee Programs Overview' section is displayed, featuring a 'Back' button and a list of program options. The 'Bike and Walk Bucks' option is highlighted with a red box.

**Employee Programs Overview**  
Display the plans in which you are currently enrolled, enroll in new plans, and download an enrollment form.

- Employee Programs Overview**  
Participation Overview  
Review a summary of your program elections.
- Deferred Comp Program**  
Deferred Comp Enrollment  
Enroll or change your deferred comp elections.  
Change / Designate Beneficiaries  
Voya Deferred Comp  
Advantis Deferred Comp  
Deferred Comp Website
- TriMet/CTran Enrollment**  
TriMet/CTran Monthly Enrollment  
Enroll or change your TriMet/CTran Monthly plan.
- Bike and Walk Bucks**  
Bike and Walk Bucks  
A City of Portland Employee Commute Program

## Step 05

From the **Employee Programs** tab, click on the **Bike & Walk Bucks** link.

# How to Submit a Bike & Walk Bucks Online Form

**Process:** How to access the Bike & Walk Bucks electronic submission form for claiming a benefit under this program.



Employee Services > Bike & Walk Bucks

## Bike & Walk Bucks Form

City employees who are benefits eligible and commute to work by bicycling or walking may qualify for \$50 per month of additional taxable income. If you bike or walk to work at least 80 percent of your scheduled work days, you are eligible for this TRIP incentive. Sick and vacation days do not count against you. You are **not eligible** for this benefit if you drive or ride in a car for any part of your commute.

If you use transit in combination with bike commuting or walking, you are still eligible for this benefit; however, you cannot also receive a transit pass subsidy.

Fill out the form below. Payroll Services will add the additional \$50 per month to your taxable income on a quarterly basis. Your deadlines will be the last days of March, June, September, and December to receive the amount in the second paycheck in the following month.



### Submission Overview

Personnel No.	Year/Quarter	Start Date	End Date	Bike	Walk	Amount	Status
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### Submit New Request

Year/Quarter:  
**2017 Q2**

Select the Month(s) you have Biked/Walked to work  
 APR  MAY  JUN

Commute Type:  
 Bike  Walk

Are you currently using any Bike Share Program?  
 Yes  No

Average one way Bike or Walk commute distance:  
 miles

Amount Entitled:  
**\$0.00**

I pledge I have biked/walked to work at least 80 percent on my scheduled work days

**Note:** If you are a participant in the TriMet ESS subsidy program, you cannot also make a benefit claim as part of Bike & Walk Bucks.

Questions? If you have any questions about eligibility or payroll, please refer to [FAQ](#) or contact BHR Payroll. For general questions about the program, contact [Rich.Cassidy@portlandoregon.gov](mailto:Rich.Cassidy@portlandoregon.gov) (PBOT).

## Step 06

### The Bike & Walk Bucks Form:

Employees can perform the following in the Bike & Walk Bucks Form:

**View history** of Bike & Walk Bucks submission and the status of the current form.

- Submitted – Employee submitted the form
- Cancelled – Employee Cancelled the form
- Approved – Record approved by Payroll in SAP
- Paid – Incentive paid to the employee
- Rejected – Payroll has Rejected the record

**Enter / Select** the following information in the form:

- Year and Quarter is defaulted to the current quarter
- Check the month / months employee has biked/walked
- Select Bike or Walk
- Select Yes or No for Bike Sharing
- Enter the Average Number of Miles
- Verify the amount populated is based on the month or months checked
- Select the Pledge
- Submit the form

### Cancel the Submission

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Employee Services > Bike & Walk Bucks

## Bike & Walk Bucks Form

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### Submission Overview

Personnel No.	Year/Quarter	Start Date	End Date	Bike	Walk	Amount	Status
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### Submit New Request

Year/Quarter:  
2017 Q2

Select the Month(s) you have Biked/Walked to work  
 APR  MAY  JUN

Commute Type:  
 Bike  Walk

Are you currently using any Bike Share Program?  
 Yes  No

Average one way Bike or Walk commute distance:  
0.0 miles

Amount Entitled:  
\$0.00

I pledge I have biked/walked to work at least 80 percent on my scheduled work days

Questions? If you have any questions about eligibility or payroll, please refer to [FAQ](#) or contact BHR Payroll. For general questions about the program, contact [Rich.Cassidy@portlandoregon.gov](mailto:Rich.Cassidy@portlandoregon.gov) (PBOT).

## Step 07

### The Bike & Walk Bucks Form:

By default the current quarter displays.

You can edit the form anytime within the quarter (so, for example, if you had initially checked off APR, MAY, JUN but did not bike or walk in May, you can come back to the form and uncheck MAY).

Once the quarter is over, however, you cannot go back to previous quarters and edit or change your selections.

Click the pledge statement, which will then allow you to select the **Submit button** by enabling it.

Click **Submit**.

– END –