APPLICANT TIME SAVERS

Purpose: This PowerPoint outlines the steps program participants (Applicants) will complete prior using the Applicant Quick Guide.   Completing these steps will ensure you collect and organize the information necessary for accessing the TRANServe Electronic Application System and submitting the electronic "New Transit Benefit Participant" form.

1. Complete the pre-requisite Integrity and Awareness Video On Demand (VOD):
    - Approvers and Program Participants (Applicants) must complete the training once a year
    - Applicants must attest to having completed this training when completing a Certify/Enroll form

2. Obtain your Employee Common Identifier (ECI), which replaces your SSN on Transit Subsidy forms moving forward (See slide #3)

3. Develop a FISMA compliant password (See slide #4)

4. Obtain your established list of Approvers (See slide #5)

5. Determine your actual commuting costs

TRANServe INTEGRITY & AWARENESS VOD

1. To view TRANServe Integrity Training VODs, simply select the single sign-on (SSO) link:
   https://ssalms.csod.com/samldefault.aspx

2. To find the training, simply type "TRANServe" in the advanced search box in the top left hand side of the screen.

3. Select the TRANServe Applicant and Approver Integrity Awareness Training VOD

4. View the TRANServe Applicant and Approver Integrity Awareness Training VOD

5. Click the "Next" button under the green bar to finish viewing the VOD.

6. Close the next screen and click on the WeLearn Logo in the top left hand side of the screen.

7. Select the blue "My Transcript" button.

8. The next window will list the TRANServe Applicant and Approver Integrity Awareness Training VOD with a blue button to the right labeled "Mark Complete."

9. Click on "Mark Complete" and the button will now read "View Certificate." Click on the "View Certificate" button.

10. A new intranet window will open with your Certificate of Completion. Save a copy of the certificate.

Note: These instructions are Reiterated in the Approver Quick Guide. *Approvers & Applicants Will Complete this VOD Annually.*

OBTAIN YOUR EMPLOYEE COMMON IDENTIFIER (ECI)

1. Go to the Employee Data application at: **https://eedata.personnel.ba.ssa.gov/** and enter the last 4 digits of your SSN and click submit.

2. ECI Number is below the EMPLOYEE INFORMATION header.

CREATE A FISMA COMPLIANT PASSWORD IN ADVANCE

Use the criteria in the grey box below (Right Corner) to develop a FISMA compliant password.   You will use this password and the temporary password emailed to you by PTB Public Website

1. When you follow the registration steps in the Applicant Quick Guide, the TRANServe System's PTB Administrator will email you a temporary password.

2. When you follow the instructions in the "Change Password" section, you will use the emailed temporary password as the Current Password and the FISMA password you developed as the New Password.

Password must be at least 12 characters long
No password character may be repeated more than 1 time(s) in sequence
Password must contain characters from at least 4 of the following categories.

- Uppercase characters (A through Z)
- Lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, $, %)

Password will expire 60 days after being set
Passwords cannot be reused within the last 24 changes.

OBTAIN YOUR APPROVER LIST
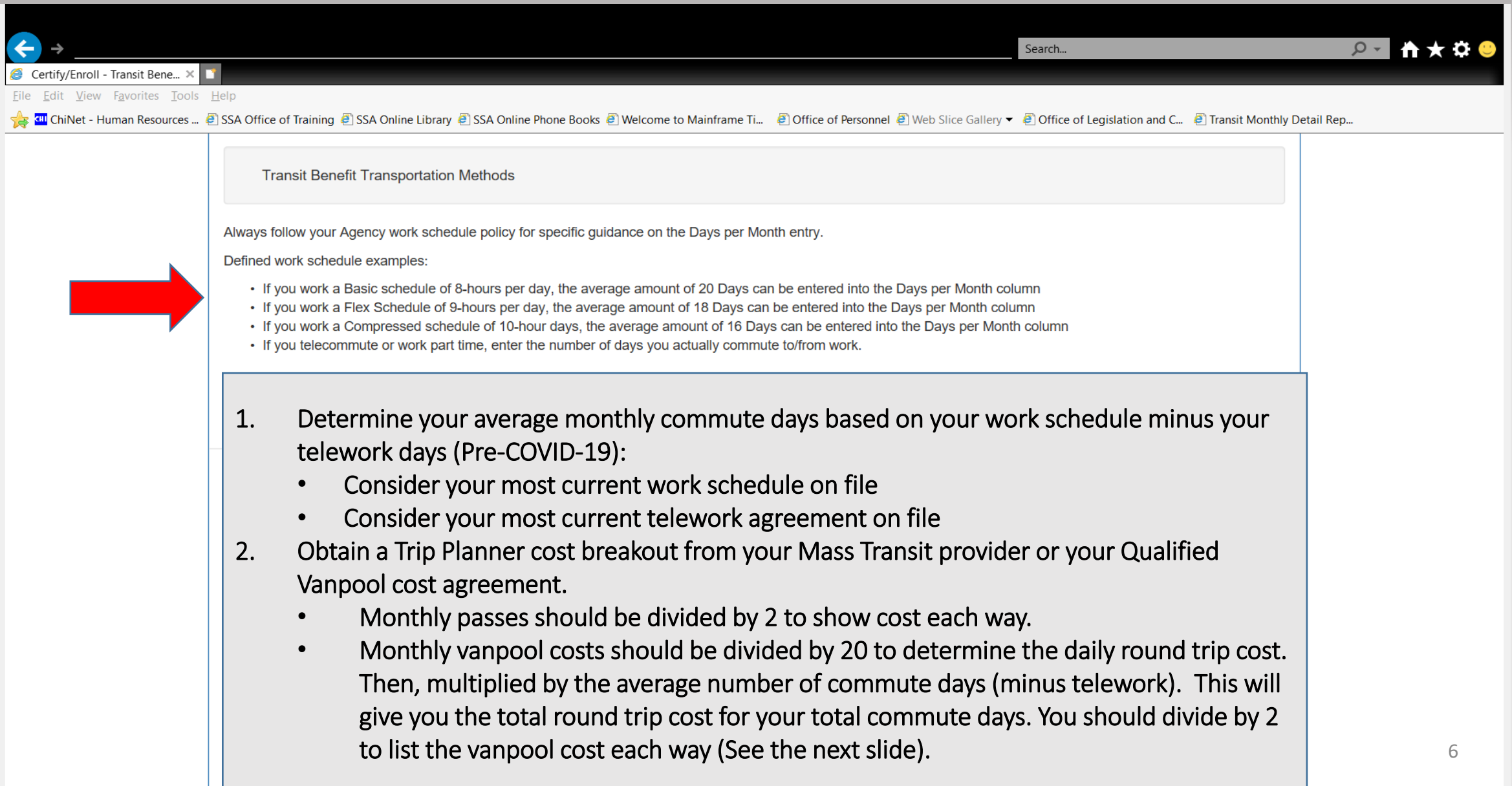### Selecting the Correct Approvers is Critical to the Form's Routing Process

Each SSA work location provided the Regional Office with a list of Management Officials who will review Applicants' forms for benefit authorization.   The Regional Office has also identified the Regional Transit Coordinator (RTC) who will conduct the final review as Approver 3.

Prior to accessing the TRANServe System

Refer to the Approver List for your work location. These Management Officials and the RTC will review your application form. The Approver Drop Box Menus are listed below in the order they will appear as you complete the electronic Certify/Enroll form:

❑ **Regional Transit Coordinator (RTC) Drop Box Menu:** Select the name of the RTC identified by your Regional Office (Approver 3)

❑ **Supervisor Drop Box Menu:** Select the name of the Supervisor (Approver 1) selected by your office and provided to the Regional Office

❑ **Manager Drop Box Menu:** Select the name of the Manager (Approver 2) selected by your office and provided to the Regional Office

❑ **POC Drop Box Menu**: Select the name of your Manager (Approver 2) **again**

Transit Benefit Transportation Methods

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

Defined work schedule examples:

- If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
- If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
- If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
- If you telecommute or work part time, enter the number of days you actually commute to/from work.

1. Determine your average monthly commute days based on your work schedule minus your telework days (Pre-COVID-19):
   - Consider your most current work schedule on file
   - Consider your most current telework agreement on file
2. Obtain a Trip Planner cost breakout from your Mass Transit provider or your Qualified Vanpool cost agreement.
   - Monthly passes should be divided by 2 to show cost each way.
   - Monthly vanpool costs should be divided by 20 to determine the daily round trip cost. Then, multiplied by the average number of commute days (minus telework). This will give you the total round trip cost for your total commute days. You should divide by 2 to list the vanpool cost each way (See the next slide).

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CALCULATE YOUR MONTHLY COMMUTING COSTS:
ENTER THE MODE(s) OF TRANSPORTATION EACH WAY, COST EACH WAY AND ACTUAL COMMUTE DAYS