

# HARVEY MUDD

C O L L E G E

## Rideshare Certification Hourly Employees

**For each day** a regular member of the HMC faculty or staff walks, bicycles, uses public transportation or carpools – most anything but driving alone **to campus**, HMC will pay that person (via payroll) **\$2.00!**

Please submit a completed Rideshare Certification form to the Human Resources Office, Kingston Hall, room 223 in order to receive a cash incentive. Payments will be processed once every two weeks (see schedule). Certifications must be submitted within one month of the period being claimed.

This certification form also enters you in a monthly prize drawing. Cash incentives and prizes are taxable and will be reported to the Payroll Department.

If you **do not** wish to be entered in the monthly prize drawing please initial here \_\_\_\_\_.

I certify that I have (please enter the appropriate letter next to the date used on the list below):

- B. Bicycled
- C. Carpooled with: \_\_\_\_\_  
(Please print name of at least one person with whom you carpoled this week)
- P. Used public transportation
- W. Walked

to **HARVEY MUDD COLLEGE** on the following dates:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature and date

Your signature verifies that information on this form is accurate. Any willful misrepresentation on this form is considered falsification of a College document and may be subject to disciplinary action. Additional forms may be obtained in the Human Resources Office, Kingston Hall, room 223 or by visiting the HR website at [www.hmc.edu/hrforms](http://www.hmc.edu/hrforms).



## Hourly Employee Rideshare Certification Submission Schedule

### Due to Human Resources Office

2/26/2009  
3/12/2009  
3/25/2009  
4/9/2009  
4/23/2009  
5/7/2009  
5/20/2009  
6/4/2009  
6/18/2009  
7/1/2009  
7/16/2009  
7/30/2009  
8/13/2009  
8/27/2009  
9/10/2009  
9/24/2009  
10/8/2009  
10/22/2009  
11/5/2009  
11/16/2009  
12/3/2009  
12/15/2009  
12/30/2009

### Paid on Paycheck Dated

3/6/2009  
3/20/2009  
4/3/2009  
4/17/2009  
5/1/2009  
5/15/2009  
5/29/2009  
6/12/2009  
6/26/2009  
7/10/2009  
7/24/2009  
8/7/2009  
8/21/2009  
9/4/2009  
9/18/2009  
10/2/2009  
10/16/2009  
10/30/2009  
11/13/2009  
11/25/2009  
12/11/2009  
12/23/2009  
1/8/10