

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, carpools – most anything but drives alone – to campus, HMC will pay that person (via payroll) **\$2.00!**

Payments will be processed once every two weeks (see schedule on reverse). Certifications must be submitted within one month of the period being claimed. Completed certifications should be submitted to Eva Gomez, Kingston Hall, room 229.

Your certification form also enters you in monthly prize drawings. Prizes are taxable items, and must be reported to the Payroll Department where applicable payroll taxes will be deducted from the holder's/winners next available pay. However, you have the following options (please check only one):

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 carpooled this week)
- P. Used public transportation
- W. Walked

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

_____, _____, _____, _____, _____,
_____, _____, _____, _____, _____,

Name (please print)

Signature and date

**** Incentive will be paid on the employee's next available paycheck ****

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Hourly Employee Rideshare certification submission schedule

Due to Human Resources Office	Paid on Paycheck Dated
1/12/11	1/21/11
1/26/11	2/04/11
2/09/11	2/18/11
2/23/11	3/04/11
3/09/11	3/18/11
3/23/11	4/01/11
4/06/11	4/15/11
4/20/11	4/29/11
5/04/11	5/03/11
5/18/11	5/27/11
6/01/11	6/10/11
6/15/11	6/24/11
6/27/11	7/08/11
7/13/11	7/22/11
7/27/11	8/05/11
8/10/11	8/19/11
8/24/11	9/02/11
9/07/11	9/16/11
9/21/11	9/30/11
10/05/11	10/14/11
10/19/11	10/28/11
10/31/11	11/10/11
11/11/11	11/23/11
11/30/11	12/09/11
12/12/11	12/22/11
12/21/11	01/06/12