

Standard Operating Policy & Procedure

A-054

Jackson Online Parking Validation Program for Departments

Scope: Medical Campus

Effective Date: 10//2019

Supersedes Policy: N/A

Review/ Revision Date(s): N/A

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Purpose

To provide guidelines for the use of Jackson Memorial Hospital's online parking validation program called the SWEB Validate portal, referred to as SWEB, available for UM Departments.

Policy

University of Miami Medical Campus Departments who wish to issue validated parking to eligible individuals at Jackson Memorial Hospital (JMH) parking garages must enroll in the JMH online parking validation program called the SWEB Validate Portal, commonly referred to as SWEB. SWEB replaced the chip coin validator machines. VIP tickets should no longer be issued except if and when the SWEB website is non-operational. Therefore, limited quantities of VIP tickets will be sold to UM Departments to issue when SWEB is non-operational.

Procedures

- 1.0 Departments who wish to issue validated parking to eligible individuals (volunteers, indigent patients, research study participants, frequent therapy patients, employment applicants, etc.) must enroll in the JMH online SWEB Validate Program. The enrollment form must be signed by an authorized UM Department Administrator and submitted to JMH Parking Services / Miami Parking Authority (MPA).
- 2.0 MPA will assign the UM Department a JMH SWEB account number and provide instructions for using the online validation system.
- 3.0 UM Departments must request validation credit loads/reloads for their SWEB account by submitting an IDR to the UM Department of Public Safety in person or via email to ppasses@med.miami.edu. The IDR must include the following:
 - 3.1 JMH SWEB account number
 - 3.2 Quantity of validation credits to be loaded

- 3.3 The unit price of each validation credit (current price is \$4.12)
- 3.4 Worktag (Account Number) to be charged/debited
- 3.5 The spend category will be SC08811.
- 4.0 The UM Department of Public Safety will process load/reload requests and IDRs from UM Departments and place the order with MPA.
- 5.0 Validation credits will be loaded by MPA and available on the Department's SWEB account by the next business day.
- 6.0 MPA will invoice the UM Department of Public Safety for all registered UM SWEB accounts.
- 7.0 The UM Department of Public Safety will enter the charges per the IDR into Workday Finance and attach supporting documentation provided by the requesting Department at the time the order was requested. Departments are responsible for verifying that parking validations are authorized to be charged to the provided worktag (Workday account number). UM Departments are also responsible for abiding any sponsored account, grant, gift, award, etc. applicable rules, end dates, and providing any required budget justifications.
- 8.0 The UM Department of Public Safety will purchase a limited quantity of VIP tickets from MPA. These tickets may be purchased from the UM Department of Public Safety office by Departments enrolled in the JMH SWEB program to issue to eligible individuals when the SWEB website is non-operational. A maximum of fifty (50) tickets may be purchased at one time as contingency for when SWEB is non-operational. VIP tickets are the same price as SWEB validation credits.
- 9.0 UM Departments may not use the JMH SWEB program to validate University of Miami Employee parking.
- 10.0 VIP tickets may not be issued or sold by UM Departments to University of Miami Employees.