



**Department of Administration  
Plant Management Division  
Parking and Metropass**

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50 Sherburne Avenue, Room G-10  
St. Paul, MN 55155  
[www.admin.state.mn.us/pmd](http://www.admin.state.mn.us/pmd)

## **Metropass General Information Office of Administrative Hearings (OAH)**

### **What is Metropass?**

The Metropass is an All You Can Ride Bus Card. It is a non-transferable picture identification that is good 24 hours a day, 7 days a week, 365 days a year on all Metro Transit and affiliated suburban routes.

### **Who is eligible for PMD's Metropass (bus) program?**

State, legislative and federal employees (not contractors or vendors) in buildings under Plant Management's (PMD) custodial control are eligible to participate in the Metropass program. This includes employees working in the Stassen Building.

There are an *unlimited* number of Metropasses available.

### **When will I sign my Metropass contract and start paying?**

You will sign your Metropass contract and receive a temporary Metropass next fall. Plant Management will come to your office approximately one week prior to the move date to facilitate this. Your payroll deduction will coincide with the date you receive your temporary Metropass.

### **When do I receive my Metropass?**

You will receive a temporary Metropass when you sign your contract. After you sign your contract, you will need to go to a MetroTransit Store to get your picture taken for your permanent Metropass. Your permanent pass will be issued about one month after your picture is taken. MetroTransit Stores are located at:

MetroTransit Store St Paul  
US Bank Center, Suite 270  
Skyway Level at 101 East 5<sup>th</sup> Street (between 5<sup>th</sup> and 6<sup>th</sup> Streets/Robert and Minnesota)  
Open Monday through Friday, 7:30 a.m. – 4:45 p.m., no appointment is necessary  
Phone: 651-224-7111

MetroTransit Store, Minneapolis

719 Marquette Avenue

Open Monday through Friday 7:30 a.m. – 5:30 p.m., no appointment necessary.

Phone: 612-370-3987

**How much does the Metropass cost?**

The Fiscal Year 2007 monthly Metropass rate is \$29.75. Rates are subject to change; usually in July of each year.

**How will I pay?**

Employee payments will be handled in arrears through a pre-tax payroll deduction through the state's SEMA4 payroll system. If you are not on the state's SEMA4 system, you will be invoiced monthly or quarterly in advance.

You will not pay any money at the time you sign your Metropass contract.

For more information, please visit PMD's website at: [www.admin.state.mn.us/pmd](http://www.admin.state.mn.us/pmd)