



TRIRIGA NEWSLETTER

Payroll for Paid Parking

Paid parking in TRIRIGA goes live NOVEMBER 8, 2016.

TRIRIGA OVERVIEW

TRIRIGA is a web-based integrated facility management system (IFMS) that tracks and manages real estate activities, including paid parking for the Department of Management Services (DMS). TRIRIGA is replacing the FACT system.

EMAIL NOTIFICATIONS

One of TRIRIGA's unique features is the automatic notification to agency payroll staff that a parking tag action has occurred. Once an employee has been issued a parking tag or terminates his or her parking contract, TRIRIGA will send an email notification to the agency's payroll parking representative to start or stop a payroll deduction.



REMINDER: Payroll Parking Representatives will not log into TRIRIGA.

The action displayed in the message will provide the information for agencies to begin or end employee payroll deductions:

Message Content	
Request for Need Parking Tag (1000011-0) has been Approved on Issued.	
Parking Tag Approved For:	Bill Starling
People First ID:	1118620
Parking Tag ID:	
Organization:	Department of Education
Request Class:	Need Parking
Request Description:	This is the contents of the description field.
Effective From:	08/01/2016
Deduction Frequency:	Monthly
Deduction Rate:	\$6

TRIRIGA TRAINING

The training for agency payroll parking representatives is web-based and will be available on the [TRIRIGA Training](#)

Need assistance? Email AskTRIRIGA@dms.myflorida.com.

website November 7. The TRIRIGA training link is as follows:

http://www.dms.myflorida.com/business_operations/real_estate_development_and_management/tririga_training

TRIRIGA NOTIFICATIONS

In order to receive notifications from TRIRIGA, you must complete a [TRIRIGA Request Form](#). Please select your appropriate parking role and have it approved by your supervisor. Then email it to the address below.

Note: Payroll parking representatives will use this form to request the activation of email notifications.

Questions or concerns? We are just a click away. Send all inquiries to AskTRIRIGA@dms.myflorida.com.