



## New Hire On-Line Enrollment in Benefits via SPS/Workday

- What is SPS/Workday?
  - A cloud based application on the Statewide Personnel System (SPS) for employee benefits management for Towson University.
  - Self-service tools – enrollment, changes, and open enrollment
  - Site to upload required benefits documentation
- How do I enroll in the State Employee Health Benefits Program?
  - Emails sent to your work email within three weeks of your hire date from: **shared.services maryland <stateofmaryland@myworkday.com>**
  - The first email contains your username for Workday; a link to the SPS home page; instructions for signing on to Workday
  - The second email contains your temporary Workday password
  - Log on to the system and complete your enrollment
  - Upload dependent or other documentation if required
  - Enrollment must be completed within 60 days of hire
- Where can I find additional instructions if needed?
  - Visit <http://dbm.maryland.gov/sps>
  - Go to *Help Center* tab
  - Click on the *Benefits icon*: 
  - Under *Employees* section, expand *Completing Enrollment Events and Life Changes*
  - Follow instructions in the Quick Reference Guide - *Change Benefits Elections - New Hires and Job Changes*
- Need additional assistance?
  - For technical assistance with password or log on issues, email [TU\\_HRIS@Towson.edu](mailto:TU_HRIS@Towson.edu)
  - For general questions email OHR Customer Service at [HRTU@towson.edu](mailto:HRTU@towson.edu) or call 410-704-2162
  - For other questions or concerns contact Yore Awodipe, Sr. Benefits Specialist at 410-704-6325 or [iawodipe@towson.edu](mailto:iawodipe@towson.edu)