

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>

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