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Introduction

Workday is a cloud-based application that is part of the Statewide Personnel System (SPS) used by the State of Maryland and Towson University that enables TU faculty and staff to manage their employee benefits online. Currently, you can view your enrolled benefits and your dependent information in Workday. Changes or new election of benefits can be made if you are a new hire, have a qualifying life event, or during the annual Open Enrollment period.

This reference manual will step you through the process of logging into Workday, navigating around the environment and managing your benefit package including viewing your current benefit choices and monthly costs, enrolling for the first time, or making changes due to a qualifying life event.

Obtaining Your Workday Benefits ID

Before you can log in to Workday, you must obtain your Workday Benefits ID. This will serve as your permanent username in the system, similar to your NetID. **Note:** This does not replace your NetID for use with Towson systems. It is simply used for Workday purposes only.

1. Navigate to towson.edu from the browser of your choice and select My TU from the Navigation Menu.

2. Select PeopleSoft HCM from the top links.
3. Login with your **NetID** and **Password**. You will have to authenticate via Duo to be granted access to the system.

![Towson University Authenticated Login](image)

*Figure 3*

4. Once logged in, you will see your **Personal Data Summary**. In this summary, you will locate your **Benefits ID**. This is your Workday Benefits ID. You will need to remember this for all login attempts.

![Personal Data Summary](image)

*Figure 4*
Logging In To Workday

The Workday login is available on the SPS Home Page.


2. Select **Workday** from the middle of the screen, center column of content.

3. You will be taken to the **Workday** login page. Scroll down and select **Click here to launch Workday** under the **Workday for Computer** section.

4. The **Workday** login screen will appear. **Note:** You can also bookmark the exact website: [https://wd5.myworkday.com/wday/authgwy/stateofmaryland/login.html](https://wd5.myworkday.com/wday/authgwy/stateofmaryland/login.html)
5. Enter your Workday Benefits ID in the **Username** field.

6. Enter the temporary password required for first login. **Note:** New Hires: You will receive an email with your temporary password within three weeks of starting at TU. For all current staff:

7. Your temporary password is the following:
   - Capital first letter of first name
   - Lower case first letter of last name
   - 4-digit birth year
   - Last 4 digits of social security number
   - $ [the special character above the 4 on your keyboard]

8. You will be required to change your password. Enter the **Old Password** and your **New Password** in the designated fields and click **Submit**.
Note: You cannot reset your password online. If you have any password or login issues, email Towson University’s Office of Human Resources at TU_HRIS@Towson.edu

9. You will then be asked to Select Security Questions. Choose questions from the dropdown fields and provide your own Answer in each field.

10. When finished, click Submit. You will be brought to the Workday Portal.
Viewing Current Benefits

A list of your current benefits can be found from within Workday. Note: You cannot make any changes to Personal Information in this system.

1. After logging in, click on **Benefits** in the **Applications** section.

2. In the **View** section, select **Benefit Elections**.

3. A list of all of your benefit elections and dependents, along with associated monthly costs will appear.
Initiating a Life Event and Changing Benefits

You can only make a change to benefits outside of the Open Enrollment period if you have a qualifying life event. A qualifying life event includes, but is not limited to, the following: Birth/Adoption, Change in Dependent Status, Death, Divorce, Marriage, etc. The benefits Open Enrollment period takes place during the Fall of every year.

1. After logging in, click Benefits in the Change section.

2. From the Benefit Event Type dropdown, select a Qualifying Event.
3. Enter a date in the **Benefit Event Date** field. **Note:** Changes must be made within 60 days of a qualifying event. You will see this date appear in the **Submit Elections By** section once you have entered a **Benefit Event Date**.

4. Drop files or add attachments as supporting documents in the **Attachments** section. For a list of appropriate documentation, please see the table in the appendix to this guide.

5. Add any supporting comments in the **enter your comment** field and click **Submit**.

6. Once you submit the qualifying life event and the supporting documentation, the information will be reviewed and approved by the Employee Benefits Division of the State of Maryland System. You can expect to receive task in your Workday Inbox within 48 hours, confirming that you can change your benefit elections, or that additional information is needed.
Electing or Changing Benefits

DISCLAIMER: The following steps were retrieved from the Job Aid provided by the Department of Budget and Management for the State of Maryland. We currently do not have access to the system to properly document the procedure. Your steps or process may be different. If you have any problems, please contact the Total Rewards Unit in the Office of Human Resources.

1. Once an employee's event has been approved, a task will appear in the Workday portal (along with a notification via email).
2. Click the Inbox Icon to see the Enroll or Change task available to you.
3. Click Continue. You will be brought to the Health Care Elections page.
4. In the Elect/Waive column choose the Elect radio button for each of the benefit elections you desire.
5. When complete, click Continue.
6. The Spending Account Elections will now appear. Note: If you are temporary or contractual, this screen will not appear.
7. In the Contributions column, choose the amounts that you wish to elect. The Supporting Information column will give you Minimum and Maximum contributions allowed.
9. In the Elect/Waive column, choose which Insurance plan you desire by selection the Elect radio button for each selection.
10. In the Coverage Level column, enter the amounts you desire for each insurance plan. The Supporting Information column will give you guidance toward the contributions allowed.
11. If elected, enter the names of dependents in the Covers Dependents column.
12. Click Continue.
13. On the Benefit Elections Review page, review your benefit elections and the total monthly cost for your benefit elections.
14. Click Continue. If you are a new hire, attach supporting - documentation for each dependent.
15. In the Electronic Signature/Legal Notice/Dependent Attestation screen, check the I Agree box, enter any comments.
16. When finished, click Submit.
17. On the next screen, click the Print button to print a summary of your benefit elections. Note: if you do not do this now, you will not be able to print anything until benefit elections have been confirmed by the State of Maryland.
Adding a Dependent

Use this procedure to add a dependent for benefits. Dependents can only be added to benefits when an enrollment event (i.e., New Hire Enrollment, Open Enrollment, Life Event Change) is being completed.

1. On the Health Care Elections page of Change Benefits Elections, select the item(s) to elect under health care elections.

2. Use the prompt icon in the Enroll Dependents field to enroll dependents for benefits.

3. To add a new dependent, select the Add My Dependent From Enrollment menu item.

4. In the Add My Dependent From Enrollment screen choose the No radio button for each selection. Note: These options exist for employees outside of the University System.

5. Click OK.

6. Complete each of the fields for your new dependent.

7. In the National ID’s section click the Add button

8. Choose the Country of Nationality and then select the National ID Type (Social Security Number or Tax Identification Number)

9. In the Identification# field, enter the number assigned to the dependent. Note: Most newborn dependents will not have a Social Security Number assigned. You will not need to enter a number in this field, but you will be prompted for a reason on a later screen.

10. When all fields are complete, click OK.
Appendix: Supporting Documentation for Qualifying Life Events

When making changes to benefits due to a qualifying life event, supporting documentation must be scanned and uploaded in the Workday system. The required documents for the most typical life events, and the file naming conventions are shown below.

Information on supporting documentation for adding other legal dependents can be found in the State of Maryland Benefits Guide.

<table>
<thead>
<tr>
<th>Life Event</th>
<th>Supporting Documentation</th>
<th>File Naming</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth of a child</td>
<td>Birth Certificate*</td>
<td>W#BC&lt;Child's first name&gt;</td>
<td>Temporary proof of birth for newborns is acceptable, e.g. a crib card, discharge papers, letter from hospital. Once issued, the birth certificate must be uploaded to Workday.</td>
</tr>
<tr>
<td>Marriage</td>
<td>Official State Marriage Certificate</td>
<td>W#MC&lt;Spouse's first name&gt;</td>
<td></td>
</tr>
<tr>
<td>Loss of Coverage</td>
<td>Letter or notice from other employer, including date coverage ended or will end, covered dependents, and the benefit plans lost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gain of Coverage</td>
<td>Job offer or letter from other employer, including date coverage began or will begin, covered dependents, and the benefit plans gained</td>
<td>W#Eform</td>
<td>When uploading in Workday, put a note in the comment section identifying the Life Event.</td>
</tr>
<tr>
<td>Divorce</td>
<td>Legal divorce -decree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Death of dependent</td>
<td>Death Certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please direct questions about life events, to the Total Rewards Unit in the Office of Human Resources at 410-704-2162.
Appendix: Using the Workday Mobile App

1. From the App Store on your mobile device, search for *Workday*.

2. Download the App and launch it.

3. Accept the Terms and Conditions.
4. On the screen asking for the name of the company you work for, select the gear icon in the top left corner of the screen. The settings screen will appear.
5. On the settings screen enter **stateofmaryland** in the **Tenant** field and change the web address to **https://wd5.myworkday.com**

![Settings screen](image)

**Figure 22**

6. Tap **Save**. You will be brought to the sign in screen.

7. Log in with your **Workday Benefits ID** and password.
You will be prompted to enter a six-digit pin code to make the login process easier. When complete, you will be brought to the main dashboard.

Figure 23