Making Benefit Changes due to a Life Event in SPS/Workday

- **What is Workday?**
  - A cloud based application on the Statewide Personnel System (SPS) for employee benefits management for Towson University
  - A unified online system providing **self-service tools** for faculty and staff to enroll, access, and manage benefits
  - Site to upload required benefits documentation

- **What do I need to access Workday for the first time?**
  - You will need a username and password
  - Your username is your **Workday Benefits ID**, an 8-character value beginning with a "W" and followed by 7 numeric characters. It can be found in your record in PeopleSoft, the TU HR database
    - Go to the My TU home page
    - Click on PeopleSoft/HCM and log in with your NetID and password
    - Your Workday Benefits ID is listed in your Personal Data Summary, which appears when you log in
  - Your **temporary password** for your first login is:
    - 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]
    - Once logged in with your temporary password, you will be required to change your password and select security questions

- **How do I make changes to my benefits due to a life event?**
  - The Workday login through SPS can be accessed from the **Workday for Benefits** page on the TU OHR website.
  - Or, from your favorite browser, type [www.towson.edu/hr/current/benefits/workday.html](http://www.towson.edu/hr/current/benefits/workday.html)
  - **Click login to Workday**
  - Enter your Workday Benefits ID in the **Username** field and your temporary password if first time user, or your own Workday password
  - When finished, click **Sign In**. You will be brought to the **Workday Portal**
  - From the Workday Portal, click on **Benefits** in the **Applications** section
  - In the **Change** section, select **Benefits** and select a qualifying event.
  - Enter the required information and drop files or add attachments as supporting documents in the **Attachments** section
Enter any comments and click **Submit**

- Once reviewed and approved by the Employee Benefits Division of the State of Maryland System, you can expect to receive a task in your **Workday Inbox** within 48 hours
- Complete the task assigned, based on your particular qualifying event
- Enrollment must be completed within 60 days of a qualifying life event

- **Where can I find additional instructions if needed?**
  - Go the **Workday for Benefits** page on the TU OHR website:  
    [www.towson.edu/hr/current/benefits/workday.html](http://www.towson.edu/hr/current/benefits/workday.html)
  - Use the available **Self-Help Resources**: a comprehensive reference guide and a video library to help you navigate Workday

- **Need additional assistance?**
  - For technical assistance with password or log on issues, email **TU_HRIS@Towson.edu**
  - For general questions email OHR Customer Service at **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**