Making benefits changes in SPS/Workday following a life event

Workday, part of the Statewide Personnel System (SPS), enables TU faculty and staff to manage their employee benefits online. Follow the instructions below to make changes to your benefits after a life event, such as a birth, marriage or loss of health coverage.

Accessing Workday

- 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. To find it:
  - 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 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]

Making changes to benefits following a life event

- On the SPS home page at http://dbm.maryland.gov/sps, select Workday in the center panel
- Scroll down and select Click here to launch Workday under the Workday for Computer section.
- Enter your Workday Benefits ID in the username field and enter your temporary password
- You will be asked to change your password and select security questions
- From the Workday Portal, click on Benefits in the Applications section
- In the Change section, select Benefits and enter and submit your changes
- Upload required documentation if applicable
- Enrollment must be completed within 60 days of a qualifying life event
For Additional Instructions
- Visit the SPS home page http://dbm.maryland.gov/sps
- Go to Help Center tab
- Click on the Benefits icon: 🏡
- Under Employees, expand Completing Enrollment Events and Life Changes
- Follow instructions in the Quick Reference Guide - Change Benefits for Life Event

For technical assistance with password or log on issues, email TU_HRIS@Towson.edu. For other questions, contact the Office of Human Resources’ Total Rewards Unit at 410-704-2162.