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 view my current benefit elections and dependents?
- 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
- 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 View section, select Benefit Elections

Where can I find additional instructions if needed?
- Go to the Workday for Benefits page on the TU OHR website: 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

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