SPS-Statewide Personnel Online System (Open Enrollment for Benefits)

The Maryland Statewide Personnel System also known as SPS is a collection of applications that will streamline and modernize the states approach to managing Human Resources, time and attendance, benefits, learning, state job search and applications for state employees across all 54 agencies and benefits administration for state employees across all Universities, all independent agencies (CPBIs), Maryland Department of Transportation, General Assembly, Judiciary and all retirees.

How do I access the SPS system and find information on how to update my benefits?

https://dbm.maryland.gov/sps

https://stateofmaryland.onelogin.com

How do I login to the system?

Sign in using your Username and password. Your username is a W followed by a seven digit number. You may find your W#/Username by logging into https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx . For Information on finding your W# from Maryland's POSC visit How to find your W number for SPS Workday. If you are unable to login to retrieve your W# you must request it from Human Resources. On your initial login please use the format below for your password.

Initial Password:

Capital first letter of first name
Lower case first letter of last name
4 digit birth year
Last 4 digits of social security number
'$' Special character found by using shift key and selecting number 4 above the letter 'E' on the keyboard

After signing in you will be required to change your password and set up your initial profile including security questions.

What is my username?

Your username begins with a W and is supplied to you by Human Resources. You may obtain your W# by logging into the State of Maryland's POSC system at https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx . Once logged in select View SPS Employee ID and you will see your W# listed at the top. If you still are unable to locate your W# please contact Human Resources.

What if I do not remember my password?

Go to https://stateofmaryland.onelogin.com and click on "Forgot Password"

You will be required to answer security questions to reset your password. The password must be 8 characters, contain an upper case and lower case letter, contain at least one number, and contain at least one special character. The password cannot be the same as your user name.

If you are unable to login due to an incorrect password and cannot reset using the security questions please contact the SU IT Help Desk at 410-677-5454.

If you have made three unsuccessful attempts to login your account will be locked out for 15 minutes. Every unsuccessful attempt after that will add an additional 15 minutes.

I have questions about my benefits or want to make benefits changes and I am not sure how to do it?

You can visit the HR benefits website at:

https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/benefits/index.aspx

If you can not find the information you are looking for, please send an email to benefits@salisbury.edu.