



Administrative Office of the Courts

Human Resources

Welcome to Maryland Judiciary!

The Statewide Personnel System (SPS) is where new hires will make benefit elections and maintain benefits as a State employee. Please see the process below to access benefits as a newly hired employee.

OneLogin Process for Newly Hired Employees:

Employees will receive the following email message to their personal and business e-mail address approximately two weeks after their hire date. If there is no email address for the employee in SPS, then the employee will need to call Employment Services at 410-260-1731 to get their user id and to have the SPS Workday password reset to login.

The employee will follow the instructions in the email to access OneLogin. The password link will expire after 24 hours. Then, the employee will need to select the multi-factor authentication options they would like to use for access to SPS. If the employee misses the 24-hour period to use the link, they will need to call Employment Services at 410-260-1731 to have the password reset to login.

Sample Email Sent to New Employee:

From: OneLogin <noreply@onelogin.com>
Date:
Subject: New SPS/Workday Account Created
To: New Employee Email



Welcome to employment with the State of Maryland!

You are receiving this email because you recently became a State employee. You will be using the Statewide Personnel System (SPS) for certain employee services. The SPS provides Human Resources, Time and Payroll, and Employee/Retiree Benefits services to State employees and Retirees. Depending on your agency, institution, or type of employment, you will use the SPS for certain services. It is important that you follow the instructions below to avoid delays in pay or benefits.

As a new employee, your agency/institution Human Resources Contact can assist you with any questions you may have going forward regarding your use of the SPS. All State employees who are eligible for the State Employee Health Benefits Program will get a Benefits Enrollment Event in SPS and will complete the benefit enrollment process in SPS. Benefits enrollment is time-sensitive, please make sure you address any questions with your Agency HR Contact.

NEXT STEPS:

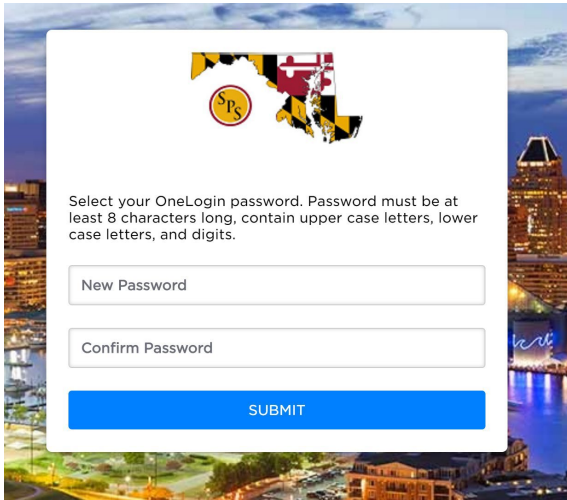
- 1) Please click on the link (Password Link) below to set your initial password. **This link will expire in 24 hours from the time of this email. If this link has expired, please contact your assigned Help Desk for assistance.**
- 2) Please click on the First Time User Login instructions and follow the same after finishing the first step.

Your user name is: W-----

Password Link: [Click Here](#)

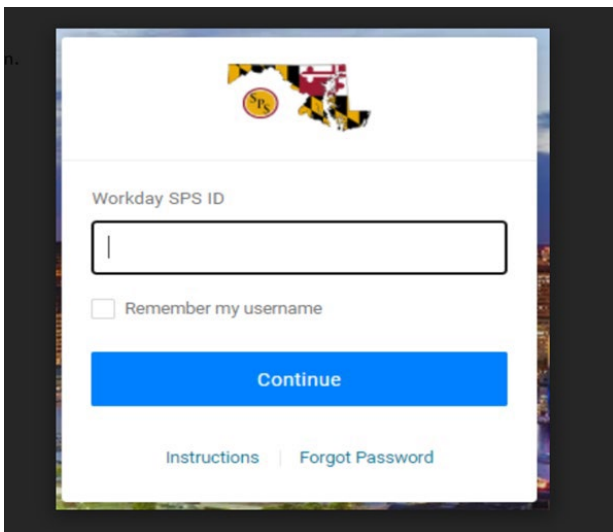
First Time User Login instructions: [Click Here](#)

Password Link Screenshot:



Once the employee has completed this step, the OneLogin login page will appear, and the employee can login using the W# as the Workday SPS ID from the email and the password they just created. The employee can use the link to the Guide in the email.

OneLogin Initial Login Screenshot:



If you have any additional questions regarding your enrollment, please contact:

Administrative Office of the Courts
Department of Human Resources
Employment Services
(410)-260-1731
oes@mdcourts.gov