

Welcome to Day One Essentials



SALISBURY UNIVERSITY

Welcome & Agenda

**Michael
Taggart**

Salisbury
UNIVERSITY

Today's Agenda:

Speakers & Topics Overview

Michael Taggart – Director of Employee Experience

- Welcome and your Team Member ID - GULL Card.

Laurie Stroud – Manager of Salisbury University Payroll Services

- How and when you get paid, accrual of time, and personal time off.

Nadalyne Campbell – Benefits and Retirement Specialist

- Explore/select benefit and retirement options

Princely Muro – Director of Human Resources Information Systems

- Introduction to Workday and explore features as a new hire.

A Member from the HRIS Team – New Hire Information

- Complete any outstanding new hire paperwork

Payroll & Employee Leave

**Laurie
Stroud**

Required Forms

Required forms for the State in order to be paid:

- Federal W-4
 - Follow instructions carefully and only fill out required fields that apply to your individual situation or they will send it back.
- State MW507
 - Use this form not only for your State tax filing status, but also if you have an address change.
- Direct Deposit
 - Must be TYPED and signed in black ink or they will send it back.
- Federal W-2
 - Sign up for electronic W-2 on the POSC site

Time Tracking

PIN or Contractual salary and hourly Time and Absence entry

- Timesheet – Time worked only
- Absence Calendar – All time offs or leaves of absence

HCM: Enter, View & Submit Time

- This document applies to both exempt and non-exempt employees.
- This document explains how employees can enter, view and submit time.
- This document also explains how non-exempt employees can request overtime (OT).

HCM: Request and Manage Time Off

This document explains how employees can request, cancel or correct time of, leaves of absence and how to request a return from a leave of absence.

Time Tracking Continued...

Time Tracking: Overtime Requests (Time Requests)

- If asked to work beyond 40 hours in the pay week, you must request and be approved for the OT before being able to submit your time for approval and payment.
- This document shows how to request this approval.

Learning Aids – this link will take the user to one single page with several video learning aids related to timesheets and how to manage time off:

- Time & Absence -
[https://www.myworkday.com/marylandconnect/d/inst/17897\\$45/rel-task/3001\\$106.html?metadataEntryPoint=%2Fmarylandconnect%2Flearning%2Fdiscover](https://www.myworkday.com/marylandconnect/d/inst/17897$45/rel-task/3001$106.html?metadataEntryPoint=%2Fmarylandconnect%2Flearning%2Fdiscover)

Time Tracking Continued...

Helpful Resources found on the Payroll Website:

- Payroll Schedules - <https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/payroll/pay-schedule.aspx>
- Net Pay Calculator - <https://interactive2.marylandtaxes.gov/NetPayCalculator/>
- Salisbury University Support Center (Submit a Ticket) - <https://support.center.salisbury.edu/servicedesk/customer/portals>
- POSC – Payroll Online Service Center for the State of MD - <https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx>

Retirement & Benefits

**Nadalyne
Campbell**

Retirement: Pension & Optional Retirement Program (ORP)

- Administered by State Retirement and Pension System (SRPS)
 - Collecting and posting contributions
 - Supervising management of the pension investment portfolio
 - Providing member counseling; and
 - Administering the death, disability and retirement benefits
- Secure website - mySRPS
- Only Regular (PIN) status employees are eligible.
- SU-HR Benefits & Total Rewards webpage

Retirement: Non-Exempt Employee Pension

- Non-Exempt Employees: Required to enroll in pension.
- Exempt Employees – is an option (see next slide)
- Plan highlights:
 - Defined benefit plan
 - Employee contributes 7% of base pay, federal pre-tax.
 - 10 years of eligibility service vesting requirement for employer contributions.

Retirement:

Exempt/Faculty Optional Retirement Program (ORP)

- Exempt Staff & Faculty: One-time, **irrevocable** decision between pension and ORP (defined contribution plan).
 - **Pension:** Employee contributes 7% of base pay, federal pre-tax. 10 years of eligibility service vesting requirement.
 - **ORP:** SU contributes 7.25% into account; employee does not contribute into this account. Immediately fully vested. Employee bears investment risk.
 - **Significant plan differences.** Please review the information thoroughly, to include the Choosing a Retirement Program guidebook.
- Elections are made in Workday & must be followed up with the required forms and documents.

Supplemental Retirement Accounts

- Available to all employees through payroll deduction. Minimum deduction is \$5 per pay.
- State of Maryland: Maryland Supplemental Retirement Plans (MSRP).
- University System of Maryland (USM): Fidelity & TIAA
- A variety of accounts are available with both pre-tax and post-tax deduction options.
- Additional information can be found on the SU-HR Benefits & Total Rewards site including links to enrollment sites.

Health Benefit Plans

Offered through:

- State of Maryland
 - administered by Employee Benefits Division (EBD)
- University System of Maryland (USM)
 - administered by USM System Office
- Salisbury University (SU)
 - Administered through Human Resources Office

State of Maryland Benefits

- Medical
- Prescription
- Dental
- Flexible Spending Accounts
 - Healthcare
 - Dependent Day Care
- Life Insurance
- Accidental Death & Dismemberment
- Additional information can be found at www.dbm.maryland.gov/benefits.

State of MD - Who Can An Employee Enroll

- Spouse
- Children
 - Biological Child, Adopted Child, Step-child
- Other Child Relatives
 - Grandchild, Legal ward, Step-grandchild or other dependent child relatives
- Domestic Partner
- Domestic Partner Children
 - Biological Child, Adopted Child
- Domestic Partner Other Child Relatives
 - Grandchild, Legal ward, Other dependent child relatives
- Review Eligibility Criteria & Documentation Requirements in Benefits Handbook for more information.

State of MD - Medical

- **PPO Plans** – National Plans
 - CareFirst BlueCross BlueShield
 - UnitedHealthcare
- **EPO Plans** – National Plans
 - CareFirst BlueCross BlueShield
 - UnitedHealthcare
- **Integrated Health Management** – regional plan with services only available in Northern VA, DC, and Baltimore area
 - Kaiser

State of MD - Medical Summary – PPO & EPO

TYPE OF SERVICE	PPO		EPO
	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK ONLY
Annual Deductible			
Individual	None	\$250	None
Family	None	\$500	None
Yearly Maximum Out-of-Pocket Costs			
Coinsurance OOP	90%	70%	N/A
Individual	\$1,000	\$3,000	None
Family	\$2,000	\$6,000	None
Copayment OOP			
Individual	\$1,000	None	\$1,500
Family	\$2,000	None	\$3,000
Total Medical OOP			
Individual	\$2,000	\$3,250	\$1,500
Family	\$4,000	\$6,500	\$3,000
Lifetime Benefit Maximum	Unlimited		

State of MD - Prescription Drug

- MedImpact

Type of Medication	Prescriptions for 1-45 Days (1 copay)	Prescriptions for 46-90 Days (2 copays)
Generic	\$10	\$20
Preferred brand name	\$25	\$50
Non-preferred brand name	\$40	\$80

Zero-Dollar Copayment for Generics Program		
DRUG CLASS	USED TO TREAT	GENERIC MEDICATION EXAMPLES
HHG CoA Reductase Inhibitors (Statins)	High Cholesterol	simvastatin (generic Zocor) pravastatin (generic Pravachol)
Angiotensin Converting Enzyme Inhibitors (ACEIs)	High Blood Pressure	lisinopril (generic Zestril) lisinopril/HCTZ (generic Zestoretic) enalapril (generic Vasotec) enalapril/HCTZ (generic Vaseretic)
Proton Pump Inhibitors (PPIs)	Ulcer/GERD	omeprazole (generic Prilosec)
Inhaled Corticosteroids	Asthma	budesonide (generic Pulmicort Respules)
Selective Serotonin Reuptake Inhibitors (SSRIs)	Depression	fluoxetine (generic Prozac) paroxetine (generic Paxil) sertraline (generic Zoloft) citalopram (generic Celexa)
Contraception Methods	Prevention of Pregnancy	Oral Contraceptives, Diaphragm, Levonorgestrel (Generic Plan B)

You can review and/or print the preferred drug list at <https://mymdbenefits.com/>.

You may also call MedImpact Healthcare Systems, Inc. at 1-844-348-8508 for a copy of the preferred drug list.

Annual Out-of-Pocket Copayment Maximum for Prescription Drugs

The annual out-of-pocket copayment maximum for prescription drugs is separate from your medical plan's annual out-of-pocket maximum and is as follows:

- Active Employees: \$1,000 per individual and \$1,500 per family
- Pre-Medicare Retirees: \$1,500 per individual and \$2,000 per family

State of MD - Dental Plans

- **DPPO**
 - United Concordia
- **DHMO**
 - Delta Dental

State of MD – Dental - United Concordia (DPP0)

DPP0 Plan Design	
Feature	Benefit Coverage (In-Network and Out-of-Network Services)
Plan Year deductible	\$50 per individual; \$150 per family Only applies to Class II and Class III services
Plan Year Maximum	\$2,500 per participant; only applies to Class II and Class III services
Class I: Preventive services, initial periodic and emergency examinations, radiographs, prophylaxis (adult and child), fluoride treatments, sealants, emergency palliative treatment	Plan pays 100% of allowed benefit
Class II: Basic Restorative services, including composite/resin fillings, inlays, endodontic services, periodontal services, oral surgery services, general anesthesia, prosthodontic maintenance, relines and repairs to bridges, and dentures, space maintainers	Plan pays 70% of allowed benefit after deductible
Class III: Major services, including crowns and bridges, dentures (complete and partial), fixed prosthetics, implants	Plan pays 50% of allowed benefit after deductible
Class IV: Orthodontia (for eligible child(ren) only, age 26 or younger), diagnostic, active, retention treatment	Plan pays 50% of allowed benefit, up to \$2,000 lifetime maximum

State of MD – Dental - Delta Dental (DHMO)

- Participants must have a Primary Dentist designated.
- In-Network: **DeltaCare USA**
- Routine services must be provided by an in-network dentist for claims to be covered.
- Services covered by a fee schedule.
- Orthodontic Services: Available to minor children and adults based on fee schedule.

State of MD - Flexible Spending Account (FSA)

- All **FSA** contributions are pre-tax, which means they come out of your pay before taxes. You save money by not paying taxes on the amount you contribute to your account for eligible healthcare and dependent daycare expenses.
- **Healthcare Account:** Submit claims online or by fax or use debit card at point of sale. Backup documentation may be required.
- **Dependent Child Care Account:** Submit claims online or by fax.
- This is a use it or lose it account. Calculate carefully.

State of MD - Life Insurance

- Available for employee, spouse, and dependent children.
- **Guarantee Issue:**
 - Employee: \$50,000
 - Covered Dependents: \$25,000
- **Maximum Coverage Amount** with Health Questionnaire Approval:
 - Employee: \$300,000
 - Covered Dependents: \$150,000
- **Note:** Covered dependent coverage cannot exceed 50% of the employee value.

State of MD - Accidental Death & Dismemberment (AD&D)

Accidental Death and Dismemberment (AD&D) is available to all active employees and their dependents eligible for health benefits with the State. AD&D is offered through MetLife. AD&D insurance provides beneficiaries with additional financial protection if an insured's death or dismemberment is due to a covered accident, whether it occurs at work or elsewhere. Evidence of insurability is not required.

You can choose individual or family coverage in an amount equal to:

- \$100,000,
- \$200,000, or
- \$300,000.

If you choose family coverage, the amount of a dependent's AD&D insurance is based on the composition of the employee's family as follows:

Employee's Family Consists of	Amount of AD&D Insurance
Spouse , Domestic Partner and Eligible Children	Spouse/Domestic Partner: 55% of employee's amount of insurance Each Child: 15% of employee's amount of insurance*
Spouse , Domestic Partner and No Eligible Children	65% of employee's amount of insurance
No Spouse/Domestic Partner but Eligible Children	25% of employee's amount of insurance*

*The maximum benefit for child coverage is \$50,000

University System of Maryland (USM) Benefits

- Tuition Remission
- Life Insurance
- Long-Term Disability

USM - Tuition Remission

- Requests must be submitted each semester benefit is used.
- Most requests are submitted in the USM Tuition Remission Portal.
- Submission Deadlines and Restrictions should be reviewed in the USM Tuition Remission Portal.
- USM Policies:
 - Employees & Retirees: VII-4.10
 - Spouse & Dependent Children: VII-4.20

USM - Tuition Remission – Eligible Employees

- Available at all USM Institutions & Reciprocal Institutions (listed in policy)
 - Note: CII employees only available at home institution
- Up to 8 courses eligible per semester (pro-rated for less than full-time employees)
- Available the first semester after employment starts

USM - Tuition Remission – Spouse/Dependent Children

- New Employees to the USM:
 - Available after 2 years of eligible employment. (Waiting period)
 - 100% covered at SU (home institution); 50% covered at other USM Institutions. Check policy for coverage at Reciprocal Institutions.
 - Prorated for less than full-time employees.
 - Note: CII employee spouse/dependent only available at home institution.
 - First undergraduate degree only. If the spouse/dependent child has already received an undergraduate degree elsewhere, then the benefit is not applicable.
- Employment with the state outside of the USM does not count toward waiting period.

USM - Life Insurance

- Guarantee issue only available during the initial 60 days of eligibility.
- Coverage amounts available:
 - Employee: \$10,000 - \$750,000 not to exceed 6 times your base annual salary
 - Spouse/Domestic Partner: \$10,000 – 100% of employee elected amount up to \$150,000
 - Dependent Children:
 - Birth – 6 months - \$1,000
 - 6 months plus – A multiple of \$5,000 up to \$10,000

USM - Long-Term Disability

- Disability insurance may help provide a steady stream of income to help cover your bills and expenses when an injury or illness keeps you away from work.
- You have two options:
 - 60% of monthly earnings with 90-day Elimination Period* Option
 - 60% of monthly earnings with 365-day Elimination Period* Option

*The elimination period begins on the day you become disabled and is the length of time you must wait while being disabled before you are eligible to receive a benefit.

Salisbury University Benefits

- Employee Assistance Program
- Employee Discounts
- University Fitness Club (UFC)
- Maggs Physical Activity Center
- SU Library
- Performing Arts – Theatre and Music
- Athletics
- State Employees Credit Union (SECU)
- Paid Time-Off

SU - Employee Assistance Program (EAP)

- Guidance Resources through ComPsych
 - Confidential Emotional Support
 - Work-Life Solutions
 - Legal Guidance
 - Financial Resources
- Contact Information:
 - Log on to ComPsych® (use organization ID USMEAP)
 - www.guidanceresources.com
 - Connect to Care: Talk with an Expert at 855-410-7628
 - Access the GuidanceNow™ Mobile App: visit the website for details.

SU - Employee Discounts

- Blue Water Hospitality Discounts
 - 10% off Blue Water Managed Hotels
 - 15% off All Campgrounds
 - Promo Code: SBYUNI
 - Phone: (855) 462-3423
- Working Advantage
 - Provides discounts for everyday living.
 - <https://salisburyuniversity.savings.workingadvantage.com/home>

SU - University Fitness Club (UFC)

- UFC Membership is available to all Salisbury University faculty/staff for a fee of \$50 per academic year.
- A faculty/staff membership application is required.
- Payment through Cashier's Office, Holloway Hall Room 218.
- Offers:

4 racquetball courts	cycling studio	Nautilus training room
state-of-the-art group fitness studio		
weight room featuring new Hammer Strength equipment		
two cardiovascular rooms with new Life Fitness equipment		
- For more information, contact the UFC at 410-677-6715 or visit the UFC website.

SU - Maggs Physical Activities Center

- Employees may use the facilities when they are open and not in use for classes or other scheduled activities.
- Athletic equipment may be checked out with a valid Gull Card/employee identification card.

- Offers:

swimming pool	dance studio	classrooms
fitness room	main gymnasium	
strength rooms	auxiliary gym	

- For more information, contact Maggs Physical Activities Center at 410-543- 6345.

SU Library

- Plus One member can check out an unlimited number of books, each for 28 days at a stretch.
- Books can be renewed and the member can place up to 10 interlibrary loan requests per year, for free.
- Contact Information
 - SU Libraries
 - Guerrieri Academic Commons
 - (P) 410-543-6130 (general)
 - (E) libraries@salisbury.edu
 - (W) www.salisbury.edu/libraries

SU - Performing Arts – Theatre and Music

We are proud to showcase the performances to the University and community. All events require tickets but special discounts apply at our Box Office.

- Tickets are required for all performances including free performances.
- Three Ways to Purchase Tickets:
 - Order Online
 - Order by Phone: 410-543-6228 (M-F, 10 am – 4 pm)
 - Stop by Fulton Hall, Room 100 (M-F, 10 am – 4 pm); Cash, checks, Visa, and Mastercard are accepted for performances that have an admission fee.

SU Athletic Events

- **SU Students, Faculty, and Staff - FREE with valid ID (including Plus One Card)**
 - General Admission - \$7.00
 - Non-SU Students/SU Alumni - \$5.00
 - Children (Ages 5-12) - \$3.00
 - Children (Under Age 5) - FREE
 - Playoff Games: When Salisbury hosts NCAA tournament games, prices of admission vary depending on the sport, as required by NCAA rules.

State Employees Credit Union (SECU)

- Membership is available to all Salisbury University employees.
- Salisbury Financial Center
1101 Mt. Hermon Road
Salisbury, MD 21804
- Customer Service: 1-800-879-7328
- SECU ATM located in Guerrieri Student Union near Chick-fil-a



USM/SU - Paid Time-Off - Annual

- Annual Time-Off:

Accrued Bi-Weekly for **Staff and 12-Month Faculty** (prorated for less than full-time employees)

- Non-Exempt: First year, accrue 3.38 hours per pay period. Accrues increase incrementally.
- Exempt Staff & 12-month Faculty: Accrual starts at 6.77 hours per pay period. Accrual increases with the 21st year of employment.
- This time-off must be entered on the Workday Absence Calendar.

- **10-Month Faculty**

- Annual Time-Off is built into the first 15 calendar days in June which cannot be moved or rescheduled. (Not entered on the Workday Absence Calendar)

USM/SU - Paid Time-Off - Holiday

- **Staff and 12-Month Faculty** (prorated for less than full-time employees) accrue 16 holidays per year or 17 holidays during a year of general or congressional elections.
- Each year a Holiday Calendar is published which reflects when holiday time-off is accrued and used.
- Full-time employees shall earn 8 hours of leave for each holiday earned, regardless of the employee's workweek schedule.
 - Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis.
 - Payroll typically mass loads scheduled holidays on the Workday Absence Calendar.
- **10-Month Faculty** do not accrue holiday time-off or code it to the Workday Absence Calendar.

USM/SU - Paid Time-Off – Sick/Safe

- **Staff and 12-Month Faculty** (prorated for less than full-time employees) accrue 4.62 hours per pay period (15 days per year).
 - Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis.
- **10-Month Faculty** accrue 5 hours of sick time-off each pay period during specific pay periods during the Academic Year (12.5 days).
- This time off can be used for a variety of reasons and must be coded on the Workday Absence Calendar

USM/SU - Paid Time-Off- Personal

- **Staff and 12-month Faculty** (prorated for less than full-time employees) earn 24 hours at the beginning of the calendar year.
 - This time-off must be entered on the Workday Absence Calendar
- **10-month Faculty** do not earn personal time-off or code it to the Workday Absence Calendar.

USM/SU - Paid Time-Off

- Please check out the handbook or Memorandum of Understanding (MOU) applicable to your employment type to review additional information about time-off including:
 - Approved reasons for taking time-off,
 - Allowable usage increments, and
 - Additional Time-Off types,
 - And special facets of the time-off.

Workday

**Princely
Muro**

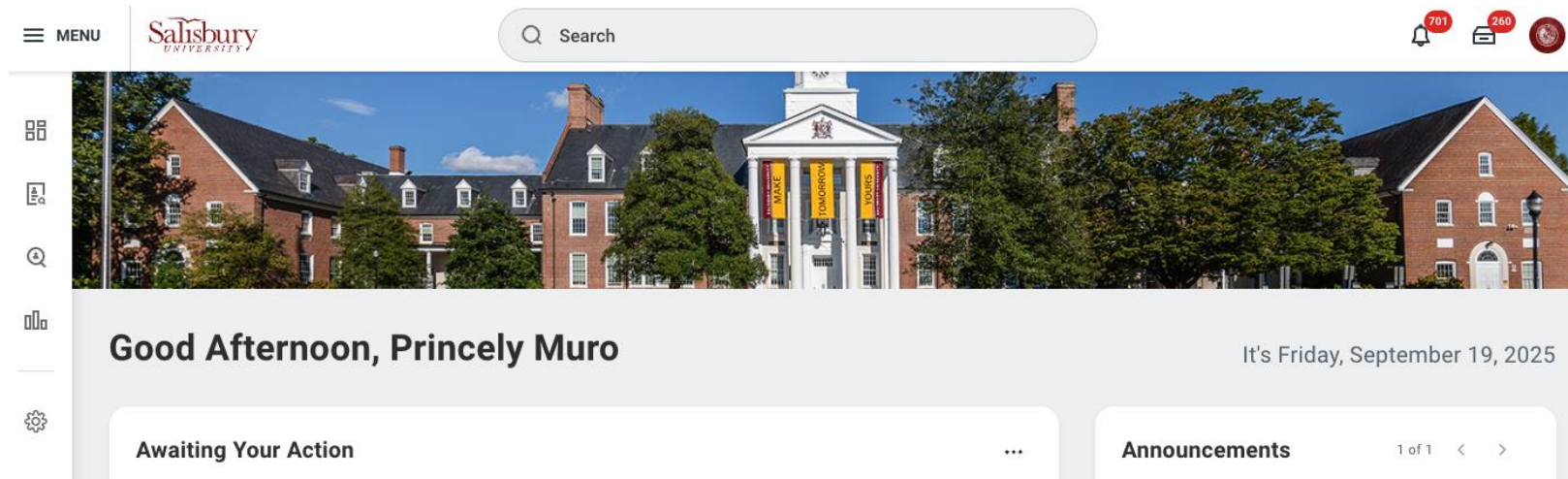
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Workday 101: How to Submit Timesheets

All employees across SU, regardless of employment and payment type, are REQUIRED to submit timesheets in workday.

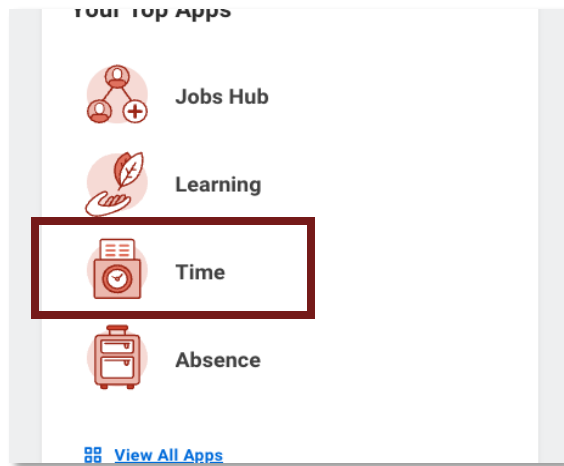
- Pay periods are bi-weekly and run from Wednesdays to Tuesdays
- Hours need to be submitted and approved by the employee's manager, ideally by 11:59PM on Tuesdays

1. Log into Workday



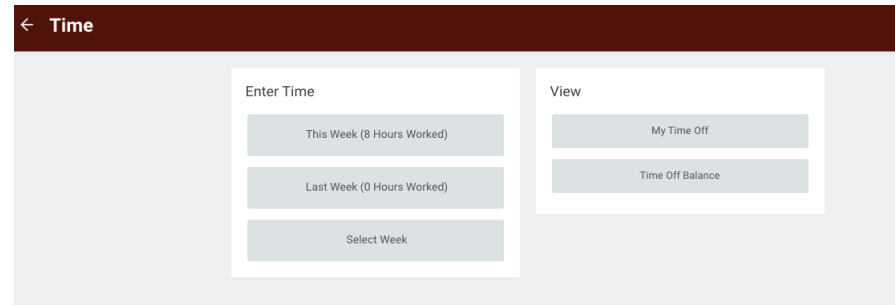
Workday 101: How to Submit Timesheets

2. On your Workday homepage, scroll down to the “Your Top Apps” widget and click on “Time”

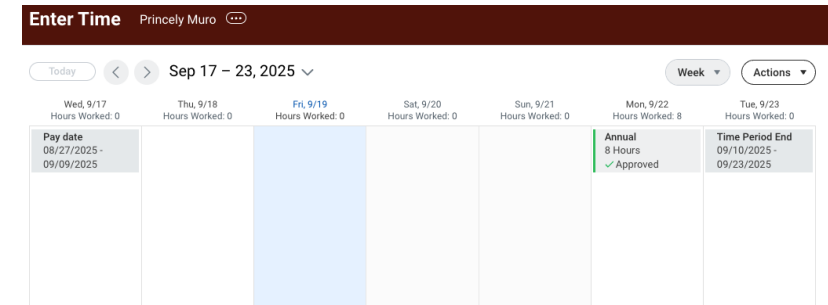


3. Select which week you need to submit hours for*

*You can still navigate to any week in the screen in the next step



4. Click on the day/date you would like to submit hours for



Workday 101: How to Submit Timesheets

5. Enter the total hours you worked that day and click “OK”

Enter Time

09/17/2025

Time Type * Worked Time

Hours *

Details

Comment

Cancel OK

6. Once all hours are submitted for the period, click on “Review”

Enter Time

Princely Muro

Sep 17 - 23, 2025

Day	Hours Worked	Status
Wed, 9/17	8	Not Submitted
Thu, 9/18	8	Not Submitted
Fri, 9/19	8	Not Submitted
Sat, 9/20	0	Not Submitted
Sun, 9/21	0	Not Submitted
Mon, 9/22	8	Approved
Tue, 9/23	8	Not Submitted

Summary

Sep 17 - 23, 2025

Regular 32
Paid Time Off 8
Unpaid Time Off 0
Total Hours 40

Review

7. Review the total hours submitted for the period. If everything looks correct, click “Submit” – DONE!

Submit Time

By clicking the **Submit** button, you confirm all hours being reported are correct and authorize payroll to process for this pay period.

Following date range will be submitted for approval.

September 10 - 23, 2025 : 80 Hours Worked

Total for September 10 - 23, 2025

Regular 72
Paid Time Off 8
Unpaid Time Off 0
Total Hours 80

enter your comment

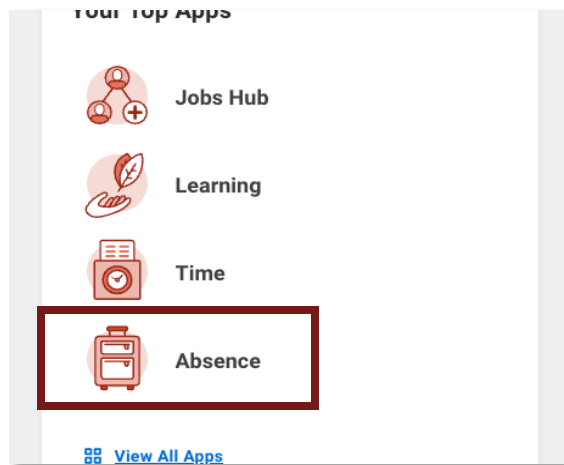
Cancel Submit

Workday 101: How to Submit Time Off/Absence Request

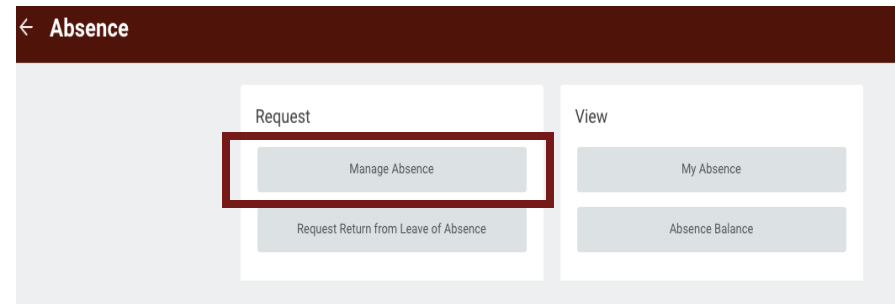
Like submitting timesheets, you can submit all time off/absence requests on Workday as well navigating to the same widget.

1. Log into Workday

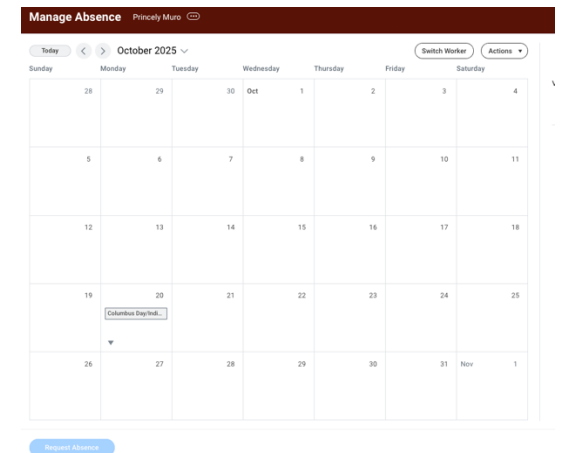
2. On your Workday homepage, scroll down to the “Your Top Apps” widget and click on “Absence”



3. Select “Manage Absence”



4. Click on the day/date you would like to have the absence be applied to



Workday 101: How to Submit Time Off/Absence Request

5. Once you select the day(s) you would like to request, click on the “X Day – Request Absence” button at the bottom left of the page

Manage Absence Princely Muro

Today < > October 2025 Switch Worker Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	Oct 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Columbus Day/Indi...	21	22	23	24	25
26	27	28	29	30	31	Nov 1

1 Day - Request Absence

6. From the dropdown options, select the “Type of Absence” you would like to take. Once selected, click “Submit”. – DONE!

< Request Absence ×
For Princely Muro (Myself)

Mon, Oct 13

Type of Absence *

- Search
- Time Offs >
- Leaves of Absence >
- Family and Medical Leave Act (FMLA) Leaves >
- Other Absence Types >

Cancel Submit Request

Workday 101: Navigate to Workday Inbox and Personal Workday Profile

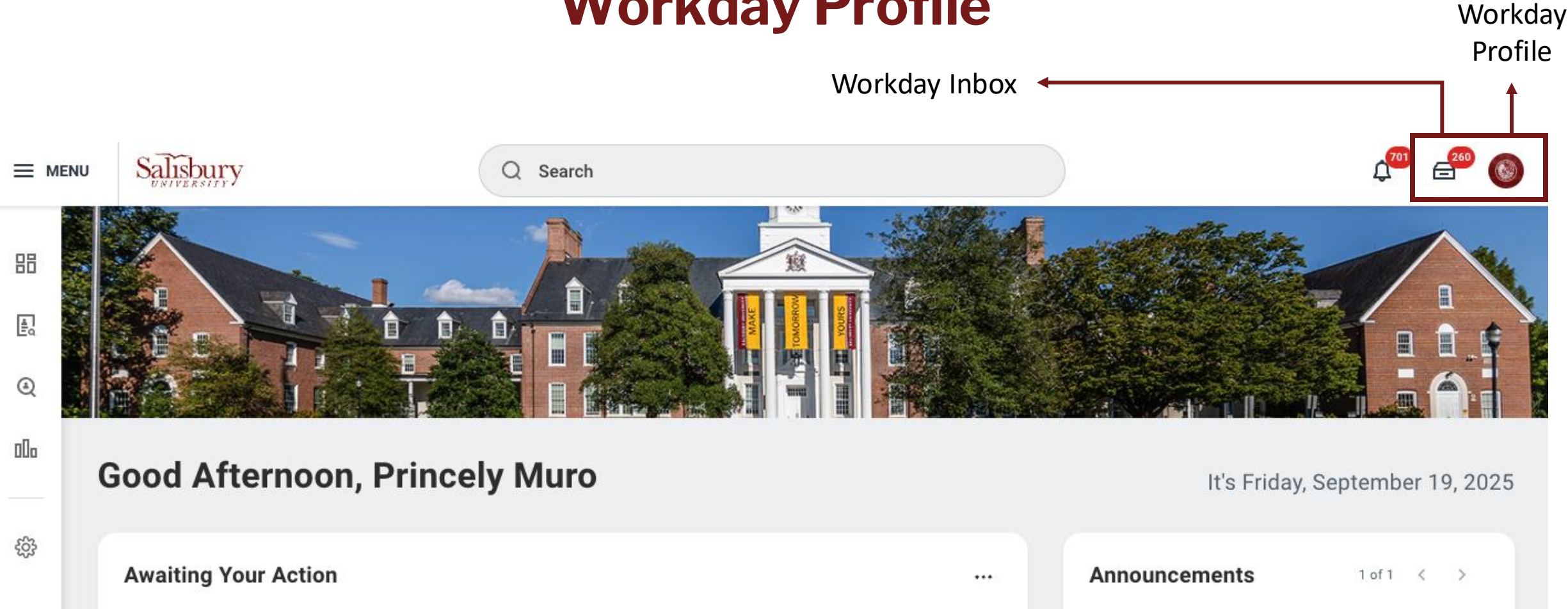
All employees across SU have a Workday Inbox and Personal Profile.

1. Your Workday inbox will contain action items that you will need to complete based related to HR, Payroll, Accounts Payable, Finance.
 1. For example, a manager will navigate to this inbox to approve their employee's timesheets, budget changes, etc.
2. Your Workday profile contains everything related to your employment with SU, including items like:
 1. Rate of pay/compensation
 2. Job details
 3. Personal Data (SSN, Full Name, Address, Demographic data etc.)
 4. Employment documents (Offer letter, Contracts, Performance Reviews etc.)

Workday 101: Navigate to Workday Inbox and Personal Workday Profile

Workday Profile

Workday Inbox



Workday 101: Workday Inbox

MENU

Salisbury

UNIVERSITY

Search

703

262

My Tasks

All Items

Saved Searches

Filters

All Items

264 items

Search: All Items

Advanced Search

Sign Document:

09/19/2025

Due: 09/21/2025

Effective: 09/24/2025

Updated: 09/19/2025

Sign Document

Created: 09/19/2025 | Due: 09/21/2025 | Effective: 09/24/2025 | Updated: 09/19/2025

Review Documents for Hire:

Documents

Document

SU Hire 2025-09-19.pdf

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Workday 101: Workday Profile

The screenshot displays a Workday employee profile for Princely Muro. The interface is divided into three main sections: a left-hand navigation menu, a central content area, and a right-hand details panel.

Left Navigation Menu:

- Summary
- Overview
- Job
- Academic
- Compensation
- Absence
- Benefits
- Pay
- Personal
- Contact
- Performance
- Career

Central Content Area:

- Location:** SU Main
- Manager:** Sherri Reese
- Upcoming Absences:** Monday, September 22, 2025

Right Panel - Job Details:

- Employee ID
- Supervisory Organization
- Job
- Business Title
- Job Profile
- Job Family
- Employee Type
- Time Type
- FTE
- Location
- Work Shift
- Hire Date
- Original Hire Date
- Continuous Service Date
- End Employment Date
- Length of Service
- Time in Position
- Time in Job Profile

Right Panel - Contact Information - Public:

- Email: pxmuro@salisbury.edu

Right Panel - Work Address:

The profile also includes a top navigation bar with the Salisbury University logo and the user's name, Princely Muro, along with his title, Sr. Business Analyst for Workday Operations. Below the name is an 'Actions' button and icons for Email and Team. The bottom of the screen shows a dark red footer with the Salisbury University logo.

**HRIS
Team**

Employee Paperwork and Documentation

A wide-angle photograph of a university campus. In the foreground, a paved walkway is filled with students. Some are walking, some are riding bicycles. A young man in a blue t-shirt with a Captain America shield logo is walking towards the camera. To his right, a young woman in a brown cardigan is also walking. Further back, a student is riding a light blue bicycle. On the right side of the image, there is a modern building with a brick facade and a section with vertical glass panels. A sign on the brick wall reads "PATRICIA R. GUERRIERO ACADEMIC COMMONS". A tall, modern light pole stands near the building. The sky is blue with some clouds. The overall scene is a busy, sunny day on a university campus.

Questions?

SALISBURY UNIVERSITY