
TO: All Maryland State Department of Education Employees
FROM: Krishnanda Tallur, Deputy State Superintendent, Finance and Operations
DATE: July 19, 2024
SUBJECT: Worktag Numbers for Workday Timesheets

Introduction

The purpose of this memorandum is to remind all Maryland State Department of Education (MSDE) employees that it is important to use the correct worktag when entering timesheets in Workday. Worktags play a vital role in ensuring expenses are allocated correctly throughout the agency when processing payroll.

Obtaining Your Worktag

The MSDE Office of Budget created a tool that all employees can use to verify their current worktag. Employees can access their worktag at anytime online via the [MSDE Business Hub](#) (on the Division of Financial Planning, Operations, and Strategy portion of the MSDE website). To obtain your respective worktag(s):

1. When on the page, scroll down to “MSDE Staff Guidance and Common Forms”;
2. Open the tool online (“MSDE Employee Worktag Search”);
3. Login to your MSDE Office 365 account if not already logged in;
4. Enter your name or workday ID (“W number”) in the search field;
5. Right click on your name and click drill through to see your worktag and corresponding details.

For additional assistance, please see [this quick instructional video](#) on how to use this tool.

Thank you in advance for assisting with this initiative and helping MSDE maintain proper financial tracking. If you have any questions regarding this document, please contact your [Core Services Team planning and budget analyst](#).