



VSP Application Printing Process (*Applicant*)

The process and reports shown in this guide are intended for eligible employees that have successfully submitted their Voluntary Separation (VSP) application and need to print or save a copy for their records or review.

Procedure:

1) Applying employees should search for and select the appropriate report in the Workday Search field:

a) Eligible SPMS employees – SPMS VSP Application for Worker

A screenshot of a Workday search interface. At the top, a search bar contains the text "SPMS VSP Application for Worker" with a magnifying glass icon on the left and a close button (X) on the right. Below the search bar, a result card is displayed. It features a document icon on the left, followed by the text "SPMS VSP Application for Worker" and "Report" on two lines. At the bottom of the card, there is a blue hyperlink that says "View More". A horizontal scrollbar is visible at the bottom of the search results area.

b) Eligible MDoT employees – MDoT VSP Application for Worker

A screenshot of a Workday search interface. At the top, a search bar contains the text "MDoT VSP Application for Worker" with a magnifying glass icon on the left and a close button (X) on the right. Below the search bar, a result card is displayed. It features a document icon on the left, followed by the text "MDoT VSP Application for Worker" and "Report" on two lines. At the bottom of the card, there is a blue hyperlink that says "View More". A horizontal scrollbar is visible at the bottom of the search results area.

2) Once the report is selected, applicants will see a display with details about their application submission process. Click on the hyperlink shown under the **VSP Application** column.

SPMS VSP Application for Worker									
1 item									
Agency	VSP Request Event	Worker	Last Name	First Name	Effective Date	Status	VSP Application		
of Maryland	Submit Resignation: (W				09/30/2025	In Progress	Response for VSP Application Attestation and Agreement		



3) From here, click the PDF icon in the top right-hand corner of the screen. This will create a PDF and download it to your computer. Applicants can save or print this document from the download.

View Questionnaire Response

Response

Status

Questionnaire

Completed

VSP Application Attestation and Agreement

Respondent

Submission Date

07/11/2025

18 Items

Question

Answers

1. General:

I wish to apply for the Voluntary Separation Program ("VSP"). I understand that if, for any reason, my employment with the State of Maryland ends before my VSP Application is approved, I will cease to be an Eligible Employee, and

I acknowledge paragraph 1 and want to continue to apply for the VSP.

PDF icon

4) This system task is complete.