

Welcome to the first step of accessing our new Benefits Enrollment site in Employee Space!

If you have a state network user name (e.g. firstname.lastname@state.sd.us) follow these instructions to sign into Employee Space to enroll in benefits.

1. Using Google Chrome as your web browser, click here to log into Employee Space <https://bfm.sd.gov/hr/es.aspx>.
2. Click Proceed to Employee Space.



Employee Space is where current state employees look at job openings, apply for jobs, update contact information, and review paystubs. After you log into Employee Space, and before you apply for jobs, you should review your profile and update it as needed.

For security purposes, employees are now required to log in using their state network account. If you do not have a state network account, you will need to apply through our Career Space at <http://bhr.sd.gov/workforce>. Soon there will be instructions here for employees without state network accounts to login and apply through Employee Space.

Please take time to review the Employee Space Quick Reference Guide to familiarize yourself with the system. If you have any questions or need assistance, contact the Bureau of Human Resources at careers@state.sd.us or call 605.773.3148.

If asked to login and you have a state network account, you must use the Azure option as you would for other state Single-Sign on Applications where:

- Your login ID is your state email address.
- Your password is your state network password.

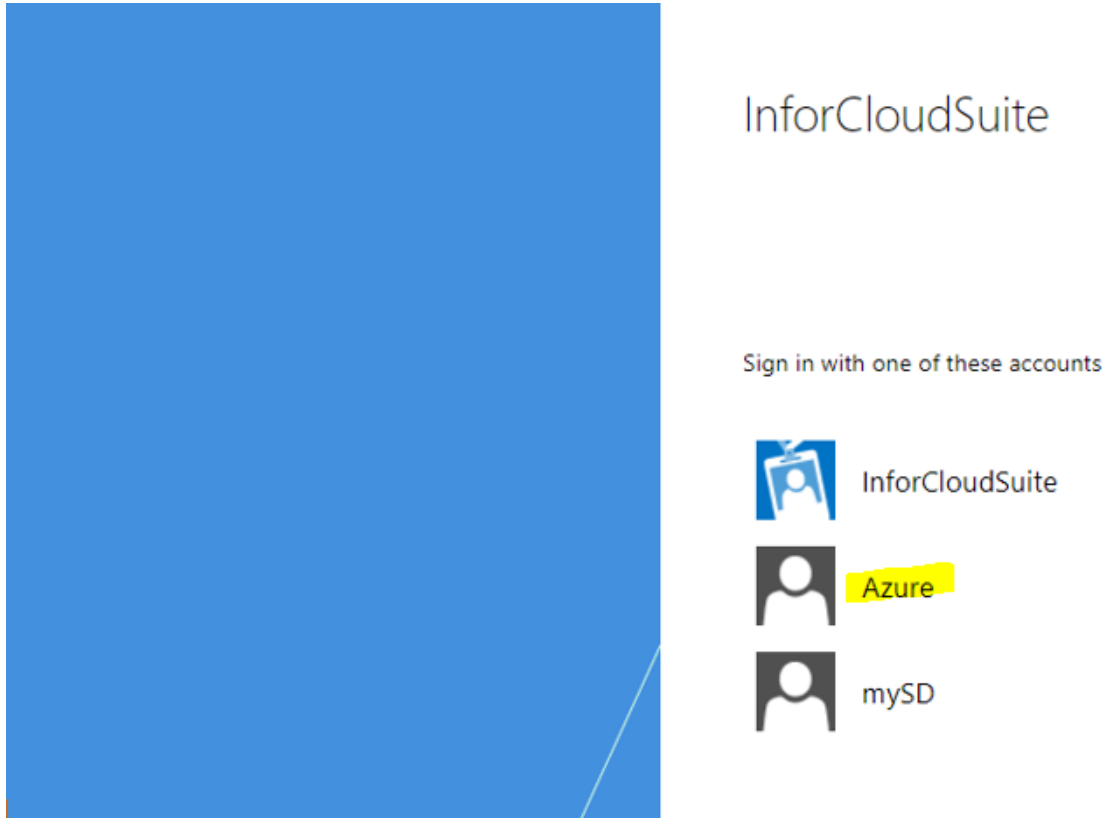
Proceed to [Employee Space](#)

[Employee Space Quick Reference Guide](#)

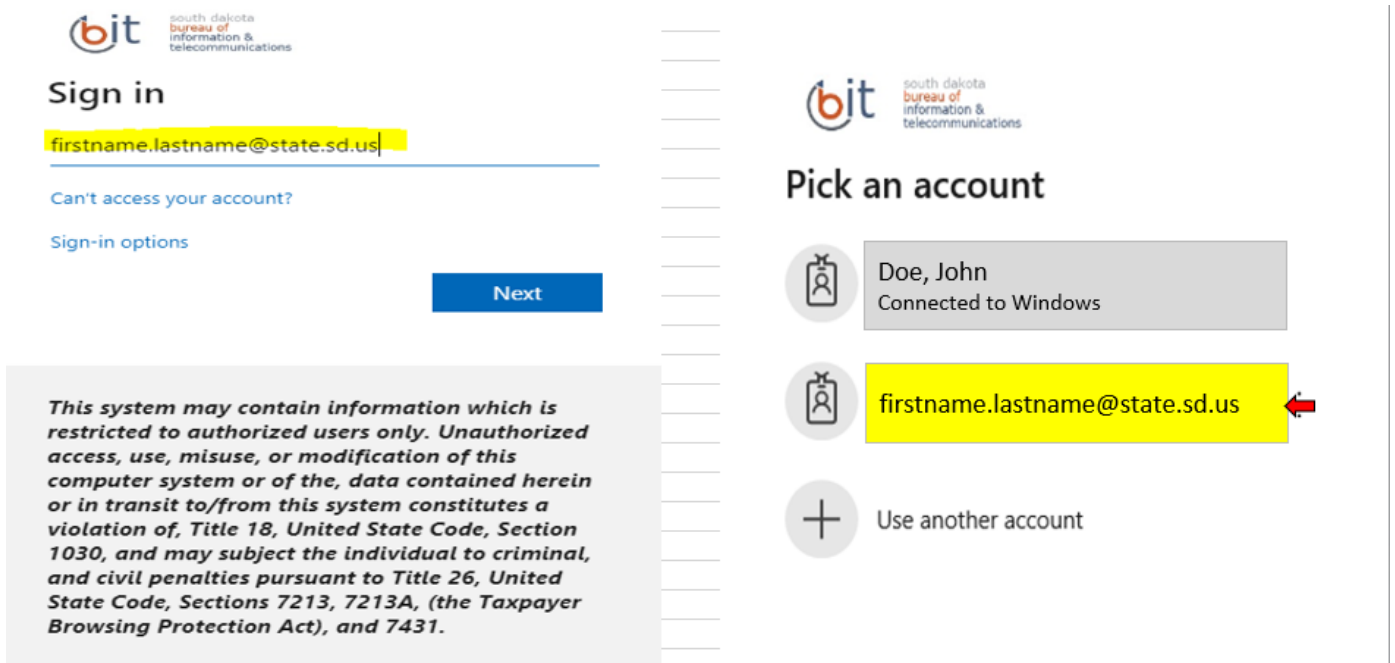
Where to find and edit information:

| Function | Employee Space | HR Portal | TKS | Manager Space |
|---------------------------|--------------------------------|---------------------------------|-----|--|
| View Leave Balances | no | YES | YES | YES |
| Change Address | YES | no | no | no |
| Apply for Jobs | YES | no | no | no |
| View Job Applications | YES | no | no | YES |
| Update Direct Deposit | YES | YES | no | no |
| Update W4 | YES | YES | no | no |
| View Paystubs | YES | YES | no | no |
| View W-2 | no | YES | no | no |
| Enter Leave Slip | no | no | YES | no |
| View Employee Information | YES | YES | no | YES |
| Approve Leave | no | no | YES | no |
| Guides | ES Guide | HR Portal Guide | | MS Guide Proxy Management Guide Disposition Guide Disposition Video |

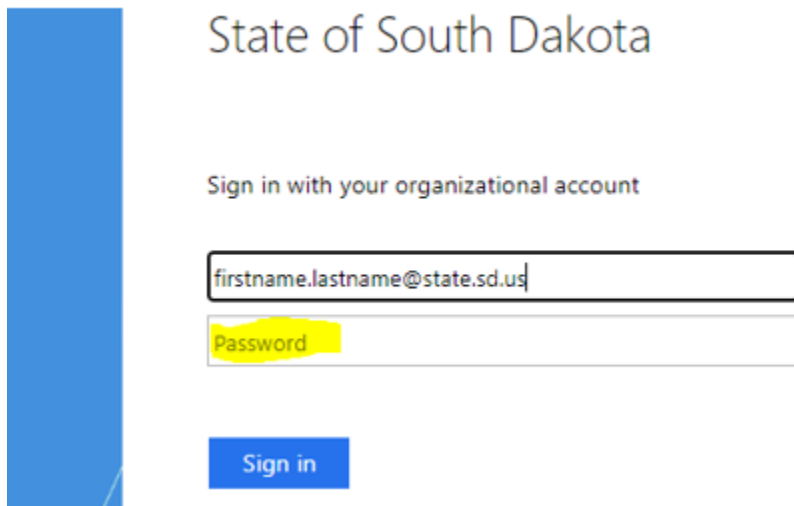
3. On the InforCloudSuite page click the 'Azure' button.



4. You will either need to Sign in with your state network user name or pick the account with your user name listed. Then click the 'Next' button.



5. Enter your state network user name and the password you use to login to your computer. Then, click the 'Sign in' button.



State of South Dakota

Sign in with your organizational account

firstname.lastname@state.sd.us

Password

Sign in

6. Click Yes to stay signed in.



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

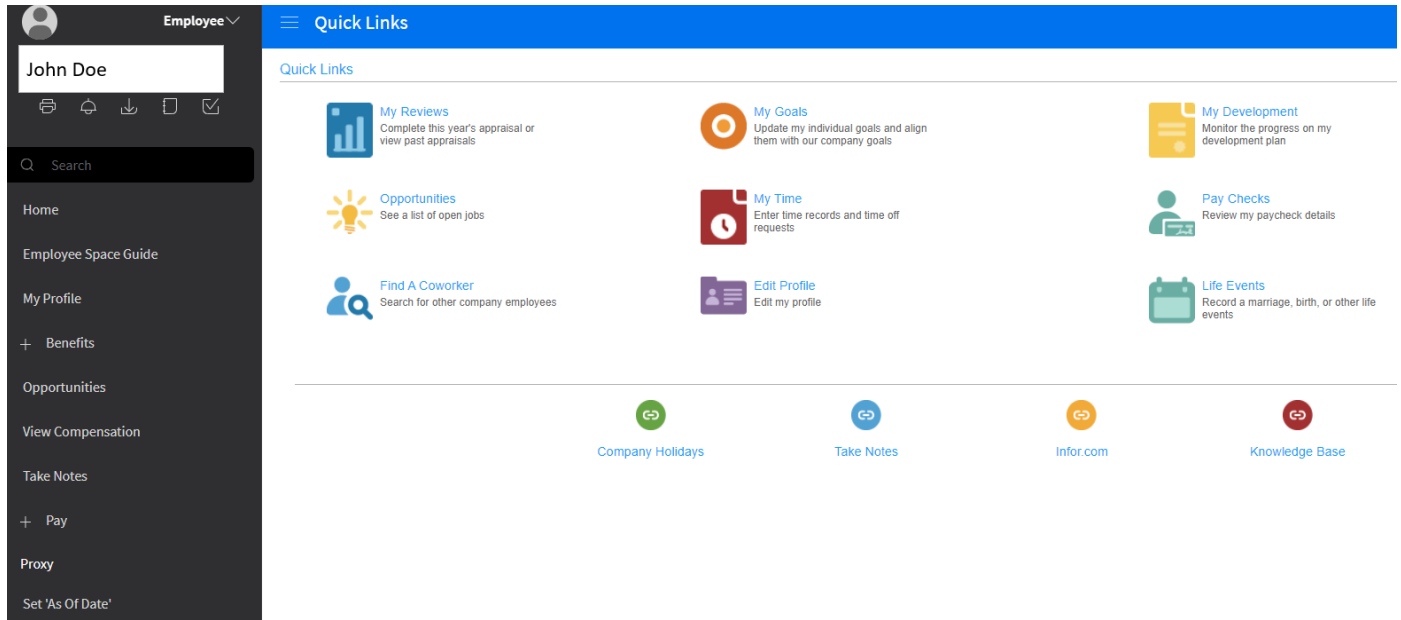
Don't show this again

No

Yes

This system may contain information which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the, data contained herein or in transit to/from this system constitutes a violation of, Title 18, United State Code, Section 1030, and may subject the individual to criminal, and civil penalties pursuant to Title 26, United State Code, Sections 7213, 7213A, (the Taxpayer Browsing Protection Act), and 7431.

7. If you have successfully signed into Employee Space you should see something similar to this with your name in the top left corner.



8. In the menu bar on the left, click Benefits then click Open Enrollment. You can now begin making your open enrollment elections. Information on navigating the new system can be found in the video on the Instructions page or at <https://bhr.sd.gov/FY22OE/>.

