

# Welcome to FY23 Benefits Open Enrollment!

Follow these instructions to sign into Employee Space to enroll in benefits.

**Please Note: You must use Chrome when logging into Employee Space, as Internet Explorer is not compatible.**

1. In the Open Enrollment email notification from [noreply-cloudnotification@infor.com](mailto:noreply-cloudnotification@infor.com), Click here to enroll in your benefits for FY23. If you no longer have the email or are unable to find it, click [here](#) to be directed to Employee Space.

**From:** [noreply-cloudnotification@infor.com](mailto:noreply-cloudnotification@infor.com)  
**Sent:**  
**To:**  
**Subject:** [EXT] Open Enrollment is Open

Welcome to Open Enrollment! Open Enrollment is from {EnrollmentPeriodBegin} through noon, {EnrollmentPeriodEnd}. This year Open Enrollment is a passive enrollment, which means that your current elections will continue into FY23 (July 1, 2022). The exception to this is Medical and Dependent Care Flexible Spending Accounts (FSAs), which must be re-elected each plan year per IRS guidelines. Additionally, if you opt out of the health plan, you must again re-elect to opt out per state statute else you will be default enrolled in the Washington High Deductible Health plan, with employee only coverage. Now is also a great time to check your Health Savings Account (HSA) contributions and to update your beneficiary information for your life insurance.

To better help you make the best decisions for you and your family, please see the [Benefits Guide](#) and/or use the [ALEX](#) tool to guide you through your decisions. Attached is a worksheet to assist you and your family in making selections before you begin enrollment.

**Click here to enroll in your benefits for FY23.** Detailed instructions can be found [here](#).

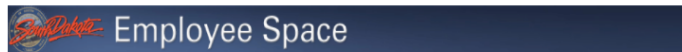
- Select Proceed to Employee Space
- On the Infor sign in page, select MySD
- Follow onscreen instructions to login
- When you have successfully signed into Employee Space, select Benefits, then select Open Enrollment in the menu bar on the left

When you submit your elections you will receive an email with a Benefits Confirmation Statement. Please keep the Benefits Confirmation Statement for your records. Once enrollment ends the Benefits Team will begin to review your elections. You will receive an email when your elections have been finalized.

If you need further assistance, please call 605.773.3148 or send an email to [benefitswebsite@state.sd.us](mailto:benefitswebsite@state.sd.us).

Thank you,  
 SD State Employee Benefits Program  
 \*This is a system generated email, please do not reply.

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, and enroll in benefits. After you log into Employee Space, you should review your profile and update it as needed.

How to Login - **READ CAREFULLY:**

If you are a NEW employee you will need to do a one-time MySD registration to sign into Employee Manager Space or HR Portal. Follow onscreen instruction and register [here](#).

If you have previously been logged into Employee Manager Space or HR Portal, use MySD to sign in. Enter your email address and follow onscreen instructions. Click Proceed to 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](mailto:careers@state.sd.us) or call 605.773.3148.

Proceed to Employee Space

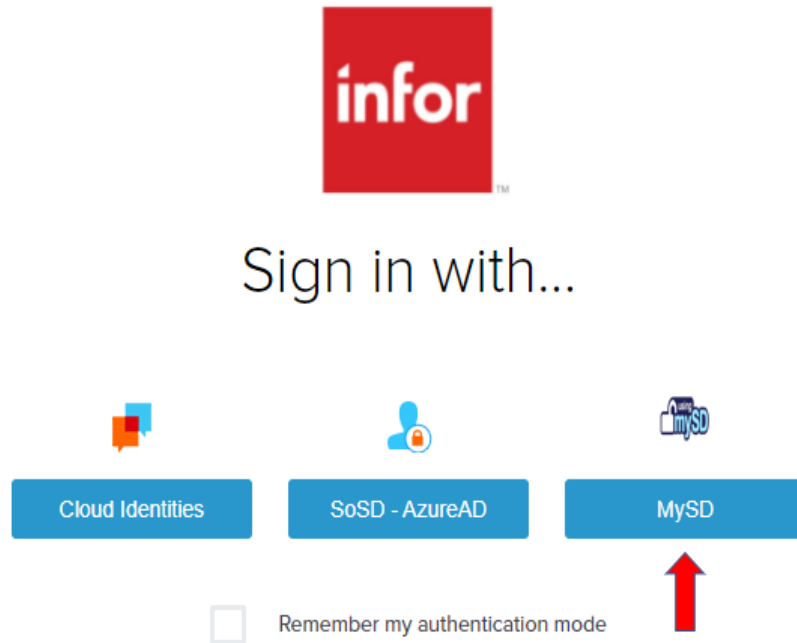
[Employee Space Quick Reference Guide](#)

For questions about employee benefits, email [benefitswebsite@state.sd.us](mailto:benefitswebsite@state.sd.us).

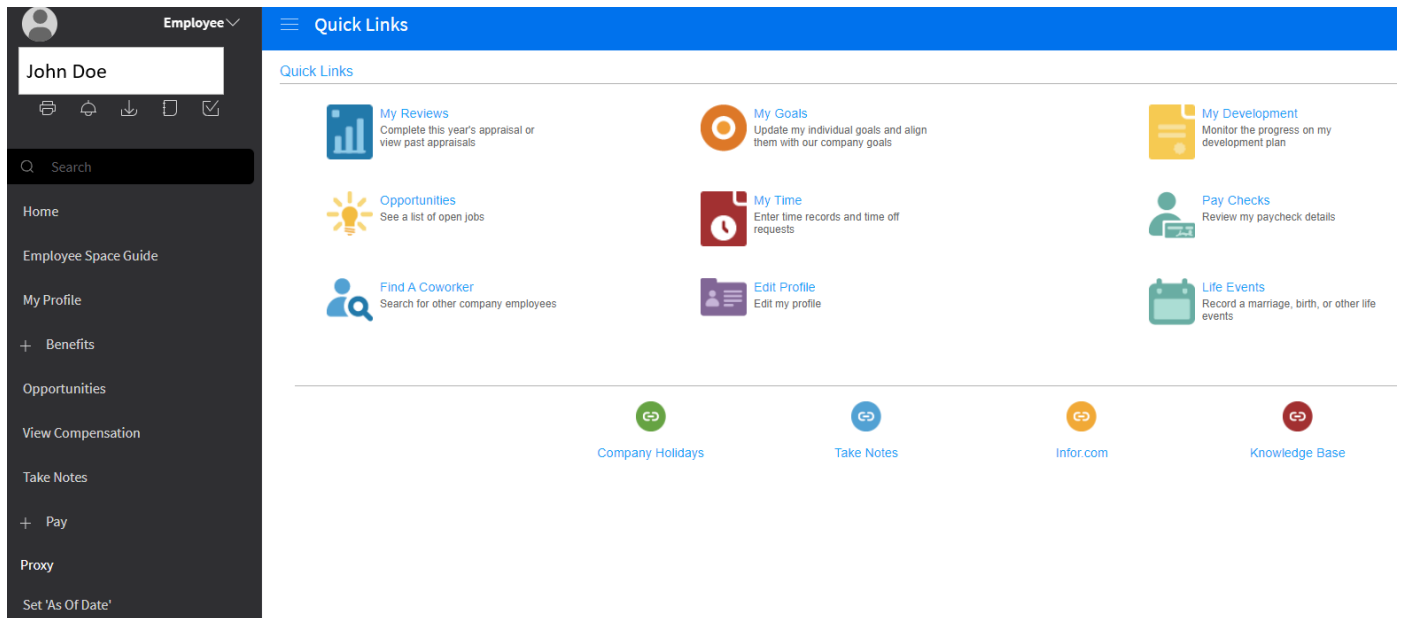
### Where to find and edit information:

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
Enroll in Benefits	YES	no	no	no
Guides	<a href="#">ES Guide</a>	<a href="#">HR Portal Guide</a>		<a href="#">MS Guide</a> <a href="#">Proxy Management Guide</a> <a href="#">Disposition Guide</a> <a href="#">Disposition Video</a>

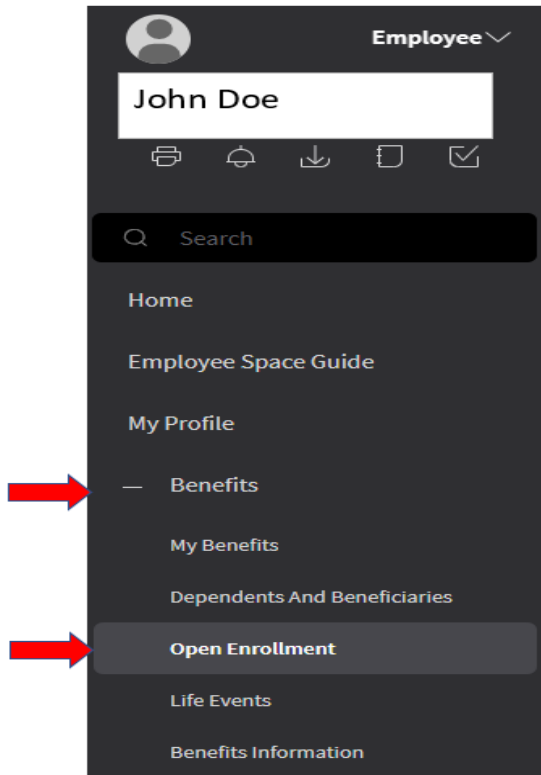
3. On the Infor sign in page, click the MySD button.



4. Follow onscreen instructions to login. If you are having trouble signing in, [here](#) are additional instructions.
5. When you have successfully signed into Employee Space, you should see something similar to the below with your name in the top left corner.



6. In the menu bar on the left, click Benefits then click Open Enrollment.



7. You can now begin making your open enrollment elections.