

Bureau of Human Resources

500 E Capitol Ave
Pierre, SD 57501
605.773.3148

<http://bhr.sd.gov/>



Questions?

On the bottom of your screen you will see an icon



Questions?


If you have a question
after the presentation concludes

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Bureau of Human Resources

Our mission is to build, develop, and support
a high-performing and healthy workforce



Payroll

Pay periods end on the 8th and the 23rd of each month.

Pay days are the 1st and the 16th of each month.

Pay days on weekends or holidays are moved to the Friday before.

Payroll

It is very important your time sheet is correct.

If you are overpaid, your direct deposit will be voided and withdrawn from your account.

A corrected pay will be deposited up to five days later.

Overtime Pay

Hourly employees only.

Based on ACTUAL hours worked.

Must work more than 40 hours within your work week.

TKS System

<https://intranetbhr.sd.gov/tks/default.aspx>

The screenshot shows the Bureau of Human Resources Intranet page for the SD Time Keeping System. The page has a dark blue header with the BHR logo and navigation links. The main content area is white with a dark blue title bar for the 'SD Time Keeping System'. The left sidebar contains a list of links and contact information for the Bureau of Human Resources. The main content area includes a description of the system, a list of steps to run the system, and links for help for employees and supervisors. A 'Questions?' section provides contact information for a Human Resource Specialist.

South Dakota BHR
Bureau of Human Resources Intranet
Building, Developing & Retaining a Productive State Workforce

Home | Manager's Toolkit | Careers | Benefits | Training | Class & Comp

SD Time Keeping System

- Forms & Documents
- BHR Policies & Procedures
- Classification Process
- Interview & Selection Tools
- HIPAA Training Orientation
- Manager's Toolkit

**Bureau of Human Resources
State Capitol**
500 East Capitol Avenue
Pierre, SD 57501-5070
605.773.3148
605.773.4344 (fax)
More Contact Information

The South Dakota Time Keeping System is a web-enabled electronic time entry, time study, and leave approval system. It allows employees to electronically enter their leave requests and hours worked. Once entered, supervisors can electronically approve leave and sign off on employee's time forms.

- Run SD Time Keeping System
 - Open CSG.
 - Enter your computer's **UserName & Password**. Click **Login**.
 - Click on SDTKS icon.
- SD Time Keeping Help for Employees
- SD Time Keeping Help for Supervisors

Questions?
If you are experiencing any problems signing on or running SD Time Keeping System, please contact your Human Resource Specialist.

Links
Manager's Toolkit
BHR Homepage
State Homepage
State Intranet
BHR Private Policy
Contact Us

Other Resources
Veteran's Information
Disability Preference
Employee/Manager Self Service

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TKS System

File Maintain Notifications Reports Window Help

 Exit
  Timeform
  Remotes
  Military
  Chg Login

Employee Information

Unofficial Leave Balances for 06/23/2020

Name: _____ Emp#: _____ Pos: _____ Vac _____ Banked Hol 0.0
 Title: _____ Timestudy: Timestudy Rules Sick _____ Military 0.0

Description	Rules Help														
	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Hours Worked	06/09/20	06/10/20	06/11/20	06/12/20	06/13/20	06/14/20	06/15/20	06/16/20	06/17/20	06/18/20	06/19/20	06/20/20	06/21/20	06/22/20	06/23/20
Admin	8.0	8.0	8.0	4.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0
Admin Daily Totals:	8.0	8.0	8.0	4.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0
56 - HUMAN RESOURCE	8.0	8.0	8.0	4.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0

Leave Type	Approval Status	Pay Period Total	Pay Period														
			Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Vacation Leave	Pending	2.0	06/09	06/10	06/11	06/12	06/13	06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23
			0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Reason: _____

Emp Sig: _____

06/12/2020 Approval Sig: _____

Probationary Period

The probationary period is

- Time of evaluation to determine compatibility of job duties with skills
- 6 months for most positions
- Two performance evaluations

Accountability & Competency Evaluation (ACE)

Accountabilities

- Performance of duties

Competencies

- Relative abilities, knowledge, and skills that enable a person to perform effectively in their position.

Accountability & Competency Evaluation

Employees are evaluated using a rating system

- Unsatisfactory
- Improvement/Development Needed
- Successful Performance
- Exceptional Performance

Vacation Leave Accrual

Permanent full-time employees

- With less than 15 years of service
 - Earn 5 hours Vacation per pay period
 - Max 240 hours
- With greater than 15 years of service
 - Earn 6.6667 Vacation per pay period
 - Max 320 hours

Part-time employees

- Leave is prorated based on the number of hours you work

Sick Leave Accrual

Permanent full-time employees

- Earn 4.6667 hours of Sick per pay period
- There is no maximum

Part-time employees

- Leave is prorated based on the number of hours you work

Sick Leave Usage

For employee, and for temporary care for immediate family member

- personal illness
- vision, dental, medical appointments
- birth or adoption of a child
- temporary care of immediate family
- exposure to contagious disease
- counseling and treatment
- death of an immediate family member

Paid Family Leave (PFL)

Permanent Full-Time and Permanent Part-Time employees are eligible

- Must be employed for minimum of 6 continuous months
- Pays 24 hours per week for up to 8 weeks (192 hours)
- Part-time employees will receive pro-rated hours
- Must be taken within one year following the birth or adoption of a child
- Can only be used in weekly increments

Family Medical Leave Act

Referred to as FMLA.

Federal regulation that protects your job when you have a serious medical event.

Not an extra bank of leave hours.

Notify your supervisor/HRS if you will be out for longer than 3 days due to a serious medical event.

Military Training Leave

Permanent employees are entitled up to 15 days per calendar year.

Must obtain written orders indicating dates of training period.

15 calendar days notice requested.

Paid Holidays

New Year's Day	January 1
Martin Luther King, Jr. Day	third Monday in January
Presidents' Day	third Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day.....	first Monday in September
Native American Day	second Monday in October
Veterans Day.....	November 11
Thanksgiving	fourth Thursday in November
Christmas.....	December 25

Longevity Pay

Based upon the total years of service.

Payment begins at 7 years.

\$100 longevity payment each year for 7 to 10 years of service.

For years 11 to 14, multiply \$10 by years of service.

For years 15 to 19, multiply \$15 by years of service.

Human Resources Portal

Self-service web page for employees

<https://bfm.sd.gov/ess>

South Dakota Employee/Manager Self Service

HR Portal

HR Portal Guide:

<https://bfm.sd.gov/ess/HRPortalInstructions.pdf>

Human Resources Portal

Self-service web page for employees

Employee Space Guide:

<https://bhr.sd.gov/files/empspaceinfo.pdf>

Manager Space Guide:

<https://bhr.sd.gov/files/mgrspaceinfo.pdf>

Employee Main Screen

Select Employee from dropdown. The icons you will use are Opportunities, Edit Profile, and Pay Checks.

The screenshot shows the Employee Main Screen interface. On the left is a green sidebar with a user profile icon, a search bar, and navigation links: Home, My Profile, Opportunities, and View Compensation. The top right features a green header with a 'Quick Links' menu icon and the text 'Quick Links'. Below this, a section titled 'Quick Links' contains a grid of nine items:

- My Reviews**: Complete this year's appraisal or view past appraisals
- My Goals**: Update my individual goals and align them with our company goals
- My Development**: Monitor the progress on my development plan
- Opportunities**: See a list of open jobs (highlighted with a purple border)
- My Time**: Enter time records and time off requests
- Pay Checks**: Review my paycheck details (highlighted with a purple border)
- Find A Coworker**: Search for other company employees
- Edit Profile**: Edit my profile (highlighted with a purple border)
- Life Events**: Record a marriage, birth, or other life events

Worker's Compensation

<https://bhr.sd.gov/policies-forms/forms/#wc>

If you are injured on the job, it is important to fill out a First Report of Injury (FROI) ASAP.

State law gives you 3 days to report an on-the-job injury to a supervisor and 7 days to complete a FROI.



Bureau of Human Resources - Workers' Compensation

First Report of Injury

State of South Dakota

Authentication	<input type="checkbox"/>	Volunteer	The SSN should only be used for login if an Employee Id is not available.	
Employee Information	<input type="radio"/>	SSN	<input type="text"/> - <input type="text"/> - <input type="text"/> Example: (000 00 0000)	
Employment Information	<input type="radio"/>	Employee ID	<input type="text"/> Example: (000000)	
Injury Information		Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy)	Dept/Div Location (Employer City)
Current Treatment		Dept/Div	<input type="text"/>	<input type="text"/>
Prior Treatment				

Search

Worker's Compensation FROI

Be as detailed as possible.

Starts the review process to determine workers' compensation eligibility.

Print or save a copy of the completed FROI and give it to your supervisor.

**Thank you
for
attending our presentation**

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