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Internship FAQ's

Q. How will I get paid?

A. If you have a bank account, the State of South Dakota requires you to have direct deposit. If you do not have a bank account, you can elect to have a payroll card. Your supervisor can direct you to a human resource specialist who can provide you with more information about both options.

You may receive an electronic copy of your pay stub (e-Stub). This e-Stub will be sent to either your personal or work email address (whichever you choose when setting up your direct deposit/payroll card).

The e-Stub is typically sent out one to two days prior to each pay date. If you choose not to receive an e-Stub, you can view your pay stub in the Employee Self Service. You will receive more information about the Employee Self Service by email shortly following your first day of work.

Q. When will I get paid?

A. Interns are paid on the 1st and the 16th of the month. When a pay date falls on a weekend, you are paid on the last working day prior to that weekend.

Q. What should I wear to work?

A. You need to visit with your supervisor on the first day of work to determine appropriate work attire.

Q. What are my allowed breaks during work hours?

A. You are allowed at least 30 minutes of uninterrupted time for lunch. Two fifteen minute breaks are also allowed, if your workload permits.



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Q. How do I ask for time off?

A. You can request time off from your supervisor in person or by email, but check with him or her to find out the preferred method.

Q. What do I do if I'm sick?

A. If you are sick, please call your supervisor and notify him or her of your absence.

Q. Will I have to work holidays?

A. As a non-permanent employee, you may be required to work on a holiday. In most cases, if you work in a state office and the office is closed, you will not be required to work. Please check with your supervisor prior to the holiday.

If you do work on a holiday, you will be paid for the hours worked or you will be given an alternative day off. You are not eligible for holiday pay for hours not worked.

Q. Who should I contact if my supervisor is unavailable?

A. If your supervisor is unavailable, please contact the human resource specialist for your department. You can find the name and phone number of your agency's human resource specialist by calling the Bureau of Human Resources at 605.773.3148.

Additional resources are available online at
<https://bhr.sd.gov/job-seekers/internship/>.