

Employee/Manager HR Portal Guide

If you are a NEW employee you will need to do a one-time mySD registration to sign into Employee Space/Manager Space/ HR Portal. Follow onscreen instructions and register [HERE](#).

If you have previously been logged into Employee Space/Manager Space/HR Portal use mySD to sign in. Enter your email address and follow onscreen instructions.

HR Portal can be accessed here: <https://bfm.sd.gov/ess/>

When you first log in, click **Bookmarks** and see what options you have. Expand the menu of the bookmark by clicking the item. To add Bookmarks, Click **Content**. Under Subscriptions, double click a subscription to add an item to your layout, click save icon, then click the Close button. To remove an unwanted bookmark, click the trash can to the left of the title. Click Reload Infor Lawson once you click Save.



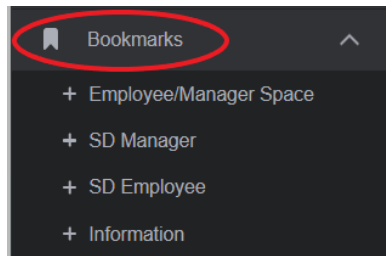
Bookmark recommendations:

Employee/Manager Space, SD Manager and Manager Self Service (if applicable), SD Employee, and Information

The screenshot displays the Infor Lawson HR Portal interface. On the left, a dark sidebar contains the user profile for Nicole Adams and a list of menu items. The 'Content' and 'Bookmarks' items are circled in red. The main area shows a 'Menu' bar with a 'Content' button. Below this is a 'Subscriptions' list with various categories like '2019 W2', 'Benefits Processing', and 'Employee/Manager Space'. To the right, a 'Layout' section titled 'Bookmarks' is also circled in red, showing a list of bookmarked items: 'Employee/Manager Space', 'Manager Self-Service', 'SD Employee', 'SD Manager', and 'Information'. Each item has a trash can icon to its left.

If your layout and subscription areas are blank, you may need to clear cookies/cache on your machine.

Bookmarks:



Employee/Manager Space

Provides links to Employee Space / Manager Space where Employees can search and apply for state jobs and Managers can access job requisitions and applications.

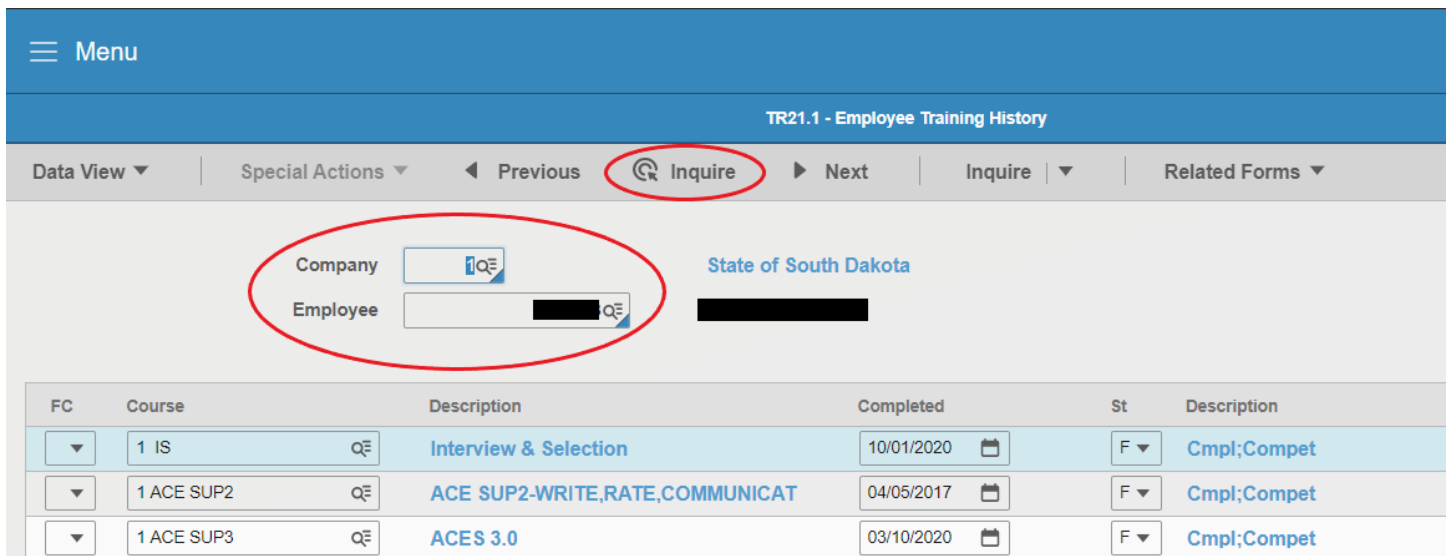
- **Employee Space** – The [Employee Space quick reference guide](#) will guide you through how to apply for jobs and update information.
- **Manager Space** - Managers can access their job requisitions and applications. [Manager Space reference guide](#).

SD Manager – (available only to managers):

The Manager role is designed to give supervisors access to information about their employees and their positions.

- Pay Rate History – view your employees pay rate history
- Employee Dates – view your employees important dates
- Training History – view your employees training history

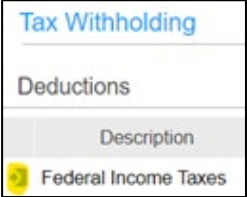

How to view Training History – To use this function click on Training History, then type 1 in the Company field and the six-digit employee number. Hit Inquire on the top menu. Your employee's training history will display.



FC	Course	Description	Completed	St	Description
▼	1 IS	Interview & Selection	10/01/2020	F ▼	Cmpl;Compet
▼	1 ACE SUP2	ACE SUP2-WRITE,RATE,COMMUNICAT	04/05/2017	F ▼	Cmpl;Compet
▼	1 ACE SUP3	ACES 3.0	03/10/2020	F ▼	Cmpl;Compet

SD Employee

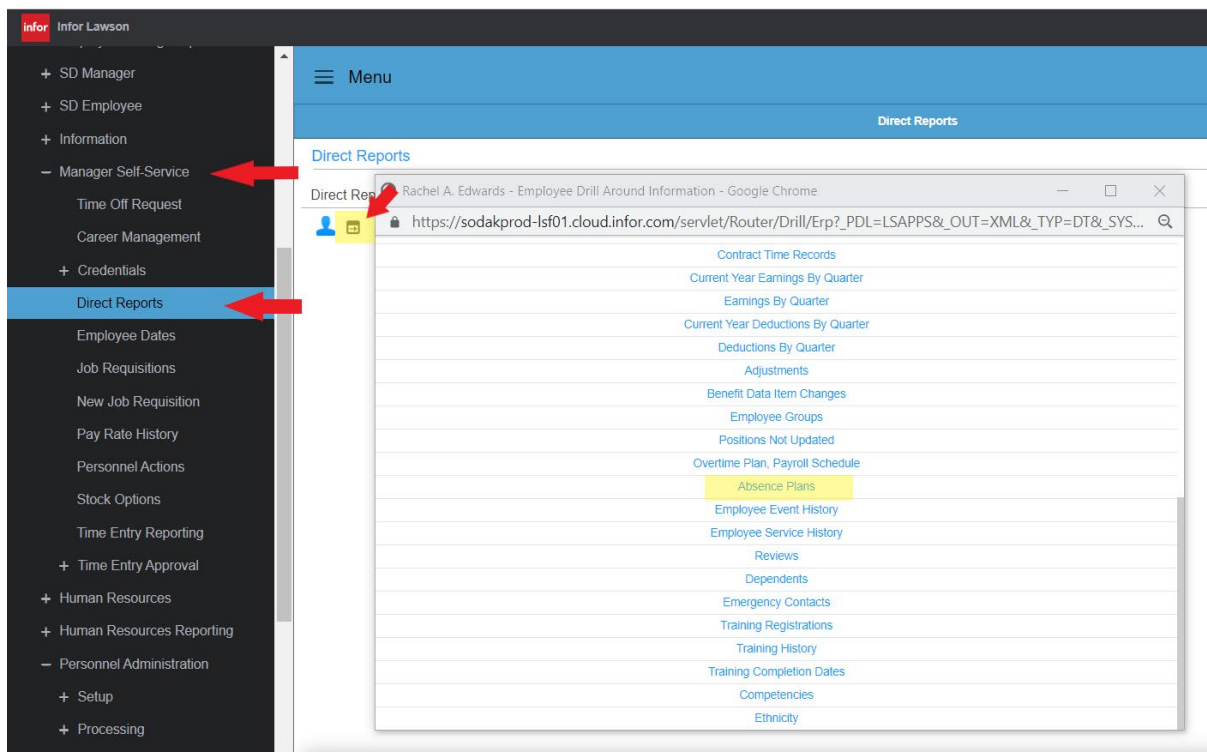
The employee role contains a variety of information concerning the employee.

- **Pay** – Pay contains information directly related to the employee’s pay. Those include:
 - ❖ Online pay stubs – Employees can view their pay history. Employees also have the option of printing an actual pay stub if one is needed. Note: Only the previous 12 months of paystubs are available here. See Year to Date Totals for additional paystubs.
 - ❖ W-2 – Employees are able to see and print their current or past W-2’s.
 - ❖ 1095C – Employees can see and print their current or past 1095C.
 - ❖ Pay Rate History – Employees can view current and past pay rates along with effective dates and annual salary.
 - ❖ Year to Date Totals – Calendar year to date information regarding employee pay checks are provided here. For instance, employees can see how much has been deducted for health insurance or how many hours of vacation they were paid for during that year. If you click on Payment Details on the upper right-hand side of the screen you can have access to view and print all paystubs from the year you have selected.
 - ❖ Reimbursement Details- Employees can access their reimbursements and payment dates.
 - ❖ Hourly Pay Calculations- This task allows an hourly employee to enter their rate of pay and calculate their expected gross pay based on the number of days in the pay period. This calculation assumes 8 hours a day and no overtime.
 - **Tax Withholding** – Employees can view their current tax withholding status and have the option to make a change to their W4 online. Click the yellow button to update your W4. Once the online W4 is submitted, the tax status in the payroll system is automatically updated.
- 
- | Tax Withholding | |
|---|----------------------|
| Deductions | |
| Description | |
|  | Federal Income Taxes |
- **Direct Deposit** – Employees can add, cancel, or change current direct deposit information.
 - **Leave Balances** – Employees can access information on their current leave balances. Each Leave type has its own tab. On the tab it shows Balance Totals and Balance Details. Under Balance Details there is an arrow next to Available Time. When the arrow is clicked it will show the leave history for that type.
 - **Position Information** - Employees can access information about their current position, including their employee number, hire date, insurance id, and rate of pay.
 - **Job Profile** – Employee job information is provided, including contact information and location.
 - **Current Benefits** – The Current Benefits task gives information on the health benefits the employee has selected, including pre-tax and post-tax deduction amounts and a few coverage details.
 - **Training**- Training contains tasks that directly relate to an employee’s current and past training history.
 - ❖ Scheduled Training- If an employee is scheduled to attend training classes in the future, the information is listed here, along with dates and locations.
 - ❖ Training History – This is a database of training courses completed by an employee, along with dates they were completed.

Manager Self Service - (available only to managers):

Manager Self Service has several items available under Direct Reports.

To view direct report absence plans (leave balances) go to Direct Reports, then click the yellow highlighted button, then scroll down to Absence Plans.



Information

The Information tab provides links to a variety of sources designed to keep employees and managers informed.

- [Employee Space Quick Reference Guide](#)
- [Manager Space Quick Reference Guide](#)
- [Proxy Reference Guide](#)
- **Employee Handbook** – Employees can access the Employee Handbook.
- **UJS Employee Handbook** – Unified Judicial System Employee Handbook.
- **Current Payroll Calendar** - A calendar year payroll schedule showing pay period end dates and pay dates for the entire calendar year is available.
- **Supplemental Retirement**- This links to the South Dakota Retirement System (SDRS) website where employees can find out more information on the supplemental retirement plan.
- **Retirement Calculator**- Employees will find the Retirement calculator on the SDRS website through this link
- **Payroll Card**- Employees can access information regarding the payroll card, including FAQ's, a brochure, and the benefits of having a payroll card.

Questions regarding the functionality of the Employee/Manager Self Service (HR Portal) should be directed to the employee's Human Resource Representative.

Where to find and edit information:

Function	Employee Space	HR Portal	TKS	Manager Space
View Leave Balances	no	YES	YES	no
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