

# Employee/Manager Self Service HR Portal

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

## Logging In:

For security purposes, employees are now required to log in using their state network account. If you do not have a state network account and want to apply for a job, please visit our Career Space at <http://bhr.sd.gov/workforus>. We are looking into options for employees without state email accounts to be able to log into the HR Portal directly.

If asked to login, use the Azure option as you would for other state Single-Sign on Applications where:  
Your login is your state email address.  
Your PASSWORD is your computer login.

1. Click Azure
2. Enter your state email address
3. Click Next
4. Enter the same password you use to log onto your computer each day.

When you first log in, click bookmarks and see what options you have. Click Manage Subscriptions to add more. Double click a subscription to add them to your layout, click save icon, then click the home button on upper right side. Might need to refresh browser.

If available, add: **SD Employee, Employee/Manager Space, SD Manager** (if applicable) and **Information**

The screenshot shows the Lawson HR Portal interface. At the top, there is a 'Bookmarks' dropdown menu. Below it, the 'Home' button is visible. The main content area is divided into 'Common Tasks' and 'Useful Information'. Under 'Common Tasks', there are links for 'Manage Subscriptions', 'Manage User Options', 'Change Password', and 'Username Lookup'. Under 'Useful Information', there is a link for 'Hotkeys Help'. The 'Content' section shows a list of subscriptions with checkboxes for 'Benefits Processing', 'Benefits Setup', 'Employee Maintenance', 'Employee Self-Service', 'Employee/Manager Space', 'Human Resources', and 'Human Resources Reporting'. To the right, the 'LAYOUT' section shows a list of bookmarks with checkboxes for 'Employee/Manager Space', 'SD Manager', 'SD Employee', and 'Information'.

## **SD Employee**

The employee role contains a variety of information concerning the employee. The employee role consists of tasks and sub-roles or sub-menus.

- **Pay** – Pay is a sub-role containing tasks directly related to the employee's pay. Those tasks 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 one year of paystubs is 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.

The screenshot shows the Lawson HR Portal interface with the 'Bookmarks' dropdown menu open. The 'SD Employee' and 'Pay' options are highlighted with red circles. The 'Pay' sub-menu is also open, showing options like 'Online Paystubs', 'W2', '1095C', 'Pay For Performance', 'Pay Rate History', 'Year-to-Date Totals', and 'Hourly Pay Calculations'. The 'SD Employee' and 'Pay' options are also highlighted with red boxes.

- ❖ Pay Rate History – Employees have the opportunity to 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 all of 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. For instance, an employee may currently be listed as single with zero exemptions and would like to change the marital status and the number of exemptions. Simply click on “Federal Income Tax” and an online W4 form appears for the employee to complete and submit. Once the online W4 is submitted, the tax status in the payroll system is automatically updated.
  - **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. The *next* and *previous* buttons can be used to access information for different dates.
  - **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- 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.

## Information Tab

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

- **Employee Handbook** – Employees can access the Employee Handbook.
- **HR Contacts** – Human Resource representatives are listed by name and phone number and agency.
- **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.

## **Employee/Manager Space Tab**

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

- **Employee Space** - There is a quick reference guide located at the bottom of this page that will guide you through how to apply for jobs and update information.
- **Manager Space** - Managers can access their job requisitions and applications. Additional reference material for Manager space is also available on this page.

### **SD Manager Tab – This tab is available only to managers:**

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

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

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

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

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