

Welcome to the first step of accessing our new Benefits Enrollment site in Employee Space!

If you have a state network user name (e.g. firstname.lastname@state.sd.us) follow these instructions to sign into Employee Space to enroll in benefits.

1. **Using Google Chrome as your web browser**, click here to log into Employee Space
<https://bfm.sd.gov/hr/es.aspx>
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:**

InforCloudSuite

1. State Network Account Users

If asked to login and you have a state network account, you must use the Azure option as you would for other state single sign on applications where:

- Your login ID is your state email address
- Your password is your state network password

2. Non-State Network Users

If you previously registered (for instance, when enrolling in benefits), you will need to log into Employee Space with the **mySD** option. If you have not registered for a **mySD** account with your personal email, you will need to follow onscreen instructions and register [here](#).

Sign in with one of these accounts



InforCloudSuite



Azure **Employees with State Network Account**



mySD **Employees without State Network Account & registered with personal email**

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 or call 605.773.3148.

Proceed to [Employee Space](#)

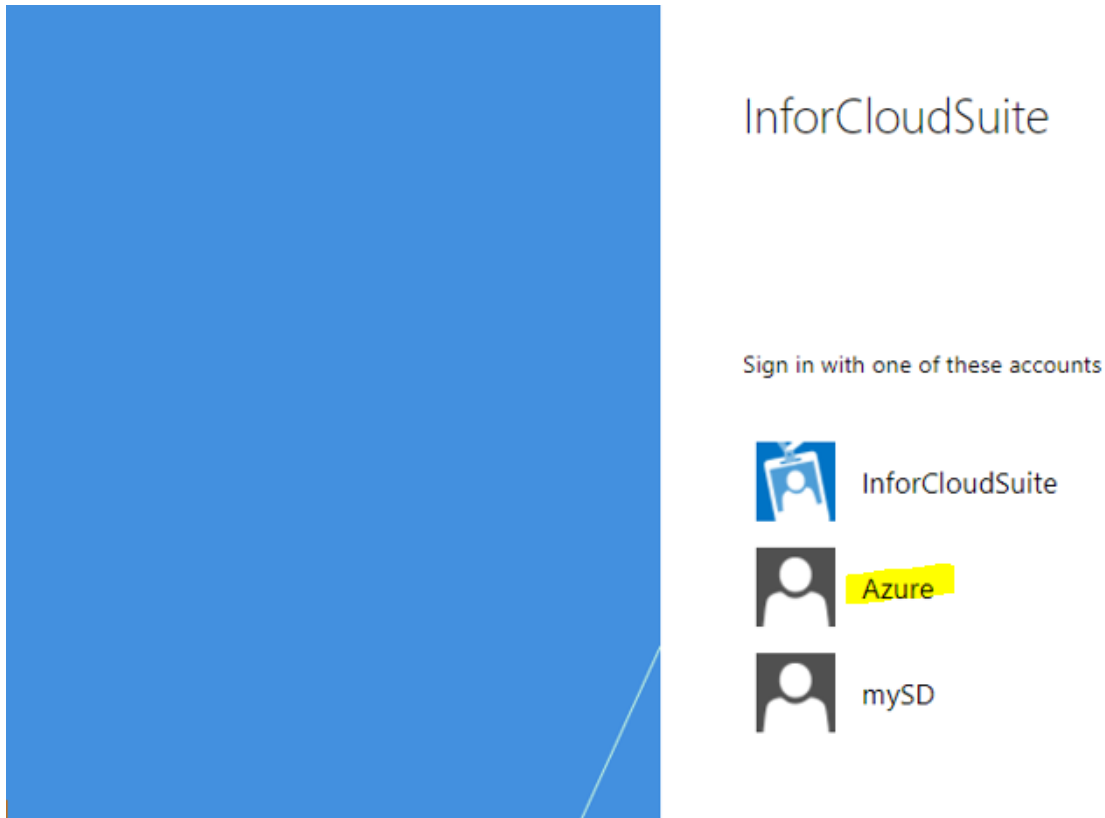
[Employee Space Quick Reference Guide](#)

For questions about employee benefits, email benefitswebsite@state.sd.us

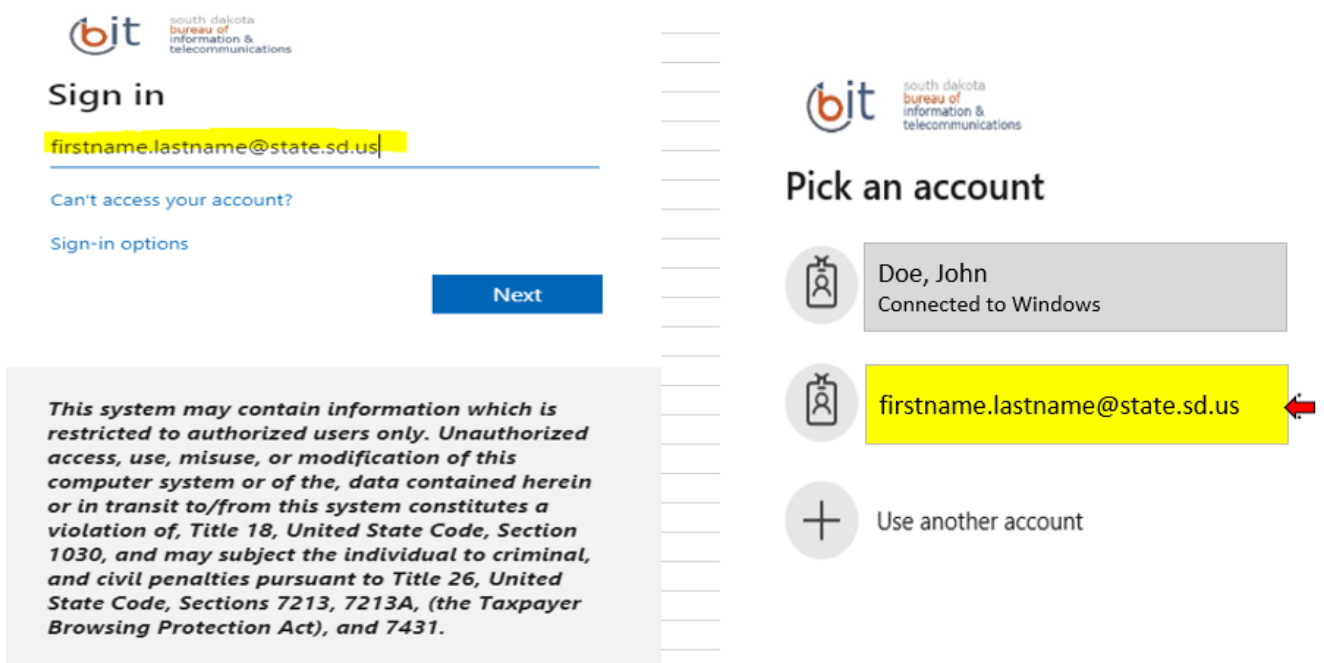
Where to find and edit information:

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	ES Guide	HR Portal Guide		MS Guide Proxy Management Guide Disposition Guide Disposition Video

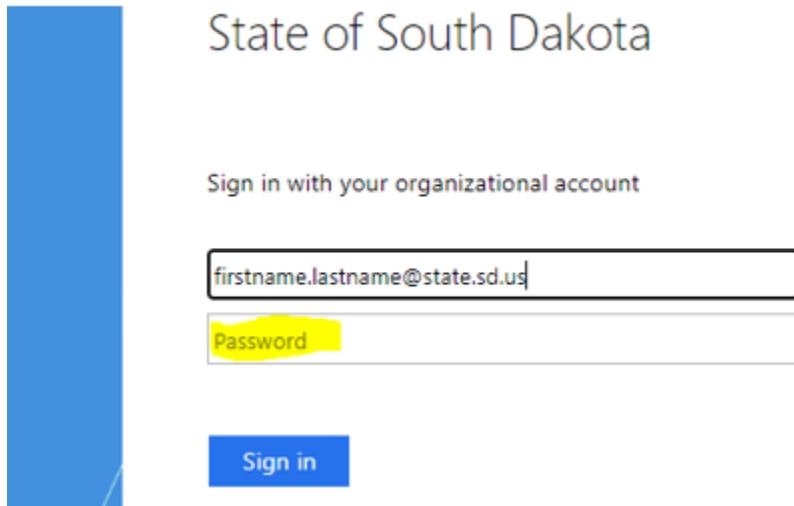
3. On the InforCloudSuite page click the 'Azure' button.



4. You will either need to Sign in with your state network user name or pick the account with your user name listed. Then click the 'Next' button.



5. Enter your state network user name and the password you use to login to your computer. Then, click the 'Sign in' button.



State of South Dakota

Sign in with your organizational account

firstname.lastname@state.sd.us

Password

Sign in

6. Click Yes to stay signed in.



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

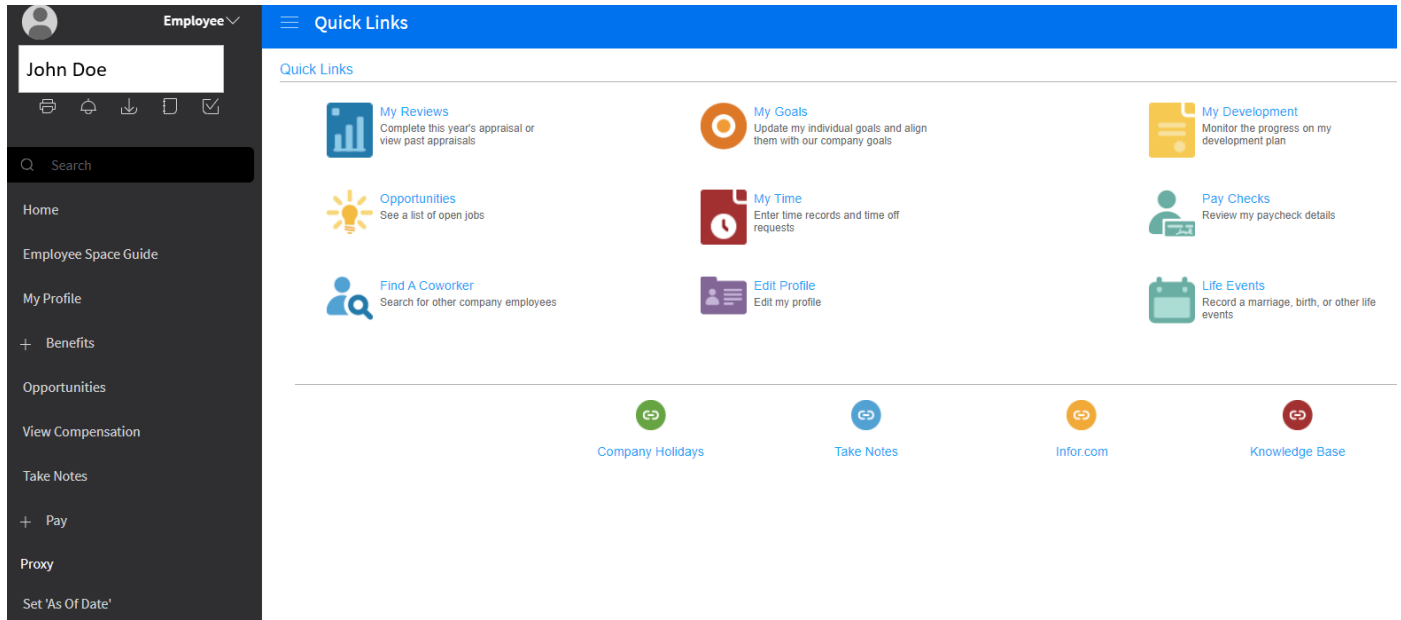
Don't show this again

No

Yes

This system may contain information which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the, data contained herein or in transit to/from this system constitutes a violation of, Title 18, United State Code, Section 1030, and may subject the individual to criminal, and civil penalties pursuant to Title 26, United State Code, Sections 7213, 7213A, (the Taxpayer Browsing Protection Act), and 7431.

7. If you have successfully signed into Employee Space you should see something similar to this with your name in the top left corner.



8. In the menu bar on the left, click Benefits then click Life Events. Under Current Life Events you should see a New Hire event. Double click on New Hire and you can now begin making your new hire enrollment elections.

