

## Log in

### State Network Users

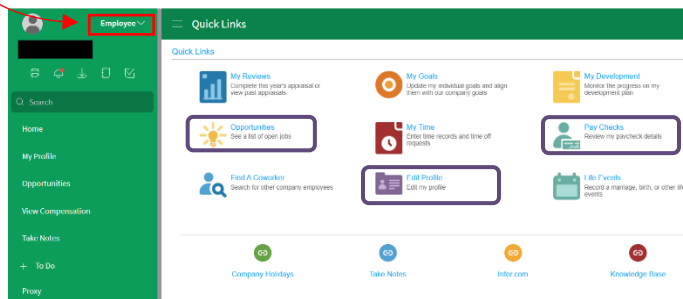
1. Go to <https://bfm.sd.gov/hr/es.aspx>.
2. Click Proceed to Employee Space.
3. Click **Azure**
4. Enter your state email address
5. Click Next
6. Enter the same password you use to log onto your computer each day.

### Non-State Network Users

1. Go to <https://bfm.sd.gov/hr/es.aspx>.
2. Click Proceed to Employee Space.
3. Click **mySD**
4. Enter your personal email address and password
  - This is the email and password you used when registering for benefits. \*
5. Click Sign in
  - \*If you are a new user and have not previously registered a personal email address, follow onscreen instructions

## Employee Main Screen

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



## My Profile

Provides a point of access to your information, e.g., pay, supervisor, work assignment, education, etc.

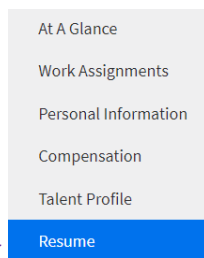
## Opportunities

Search and apply for jobs.

## Update Profile

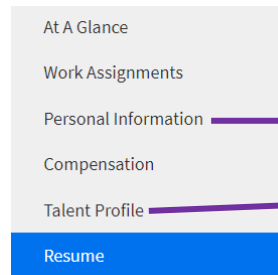
Note: Changes made to your profile will not transfer to previously submitted applications.

Update your resume or other attachments on the **Resume** tab



## Update your information:

- Click **My Profile** on the left menu or **Edit Profile** under Quick Link.
- Select **Personal Information** or **Talent Profile**.



Update your address, phone numbers, emails, and emergency contacts.

Update your education, employment history, and references.

## To add information:

1. Select the **Create** or **Add** action under the appropriate section. (Contact Information, Address, Education, Employment History, or References).



2. Enter the required information.
3. Click **Submit** or **Save** (Depending on the section).

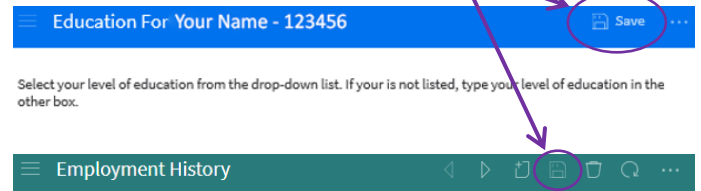
## Tip:

To receive internal communications via email you must:

- Enter a valid state email address if one is not listed.
- Check – Primary Email Communication.

## To update information:

1. Double-click the line you want to update.
2. Make your changes and click the Save button/icon found on the toolbar.



## Opportunities (Search for Jobs)

Search by:

**Keyword:** Enter partial job title and press **Enter**.

**Location:** Click the magnify glass in the location field. Type the city name and press Enter. Double-click on the city and press **Enter**.

**Agency:** Click the down arrow and search a preferred agency such as Corrections.

**\*To view job description:** Double click on the job title.

Search | Internships | My Job Cart | My Applications

Available Jobs

Keyword:  Job ID:

Location:  Agency:

Work Type:

Search Clear

Internships do not show in employee space.

## Apply for a Job

Locate job and click the **Apply Now** button or click **Save To Job Cart** to complete later.



## Profile and Consent

- Click **My Profile** to make changes to your Talent Profile. *Note-current employment history might show inaccurate supervisor.*
- If necessary, check the additional items to revise that information for only the current job application.
- Answer Consent Agreement. Click **Next**.

## Attachments

Add any attachments, e.g., cover letter, resume, etc.

- Click **Attach**

Attachments

File Name	Type Of Document	Date Uploaded
Resume.pdf	Resume	1/27/2021

- Follow the instructions on the attachment screen.

You may need to scroll down to see the attachment portion of the page.

Once you have added an attachment click **Submit** and **Next**.

Add Attachment

Attachments

1. We only accept Microsoft Word, PDF or image (jpeg or png) document types. Attaching other document types such as Pages, Wordperfect or QuarkXpress will result in an error.

2. Click the drop-down arrow next to Type of Document to select the type of document you are attaching.

3. Click Choose File or Browse to locate your document.

4. Upload the document.

5. Click OK.

If you wish to claim Veterans' Preference or Disabled Veterans' Preference, you must attach a DD214 (member copy 4), DD214R (member copy 4), or NGB22 for verification and related documents. Please upload relevant documents: marriage certificate, and/or military death certificate to casualty reports. If you have previously submitted these documents, you do not need to re-upload.

Please review and delete attachments that do not relate to this application (under My Profile). To get to My Profile, be DONE on the Summary screen. Then click My Profile, go to Attachments tab, edit documents and to resume application click My Applications and continue applying. Attachments from previous applications are automatically included and will be transferred to the listing manager.

For information on how to add or delete attachments watch this video - <https://youtu.be/FFZnd59V0> If you have questions, please call 605.773.3148 or email [jamarc@state.sd.us](mailto:jamarc@state.sd.us)

Attachment Information

Type of Document:

Document:

Cancel Submit

## Questions

- Answer required questions. Click **Next**.

**My History** – edit as needed.

**Talent Profile** – edit as needed.

## Information

- All answers are voluntary, click **Next**.

## Summary

- Click **Review Application** to view or print.

**NOTE:** You cannot make changes to your application here. After reviewing, close window.

- Click **Previous** to review and update information, if needed.

- Click Submit Application.**

\*You should receive a confirmation email when your application is received.

Application For

Save

- Profile And Consent
- Attachments
- Questions
- My History
- Talent Profile
- Information
- Summary

**NOTE:** Once you click **Submit Application** you cannot make changes to your job application. If you need to make a change or update an attachment, call BHR at 605.773.3148.

## My Job Cart

To view your Job Cart select **Opportunities** and then **My Job Cart**.

Job Opportunities

Permanent Seasonal And Temporary Internships **My Job Cart** My Applications

Select the job and click **Apply Now**.

## My Applications

To view the status of your application select **Opportunities** and then **My Applications**.

Job Opportunities

Permanent Seasonal And Temporary Internships My Job Cart **My Applications**

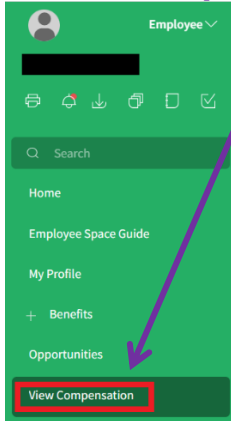
Select the job you want to review or continue applying for.

## Withdraw Application

- Select **Opportunities** -> **My Applications**
- Highlight the job you want to withdraw, right click and select **Withdraw**.

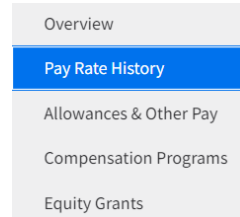
Revised 11.2021

## View Compensation History



From the Employee Space home, click **View Compensation**:

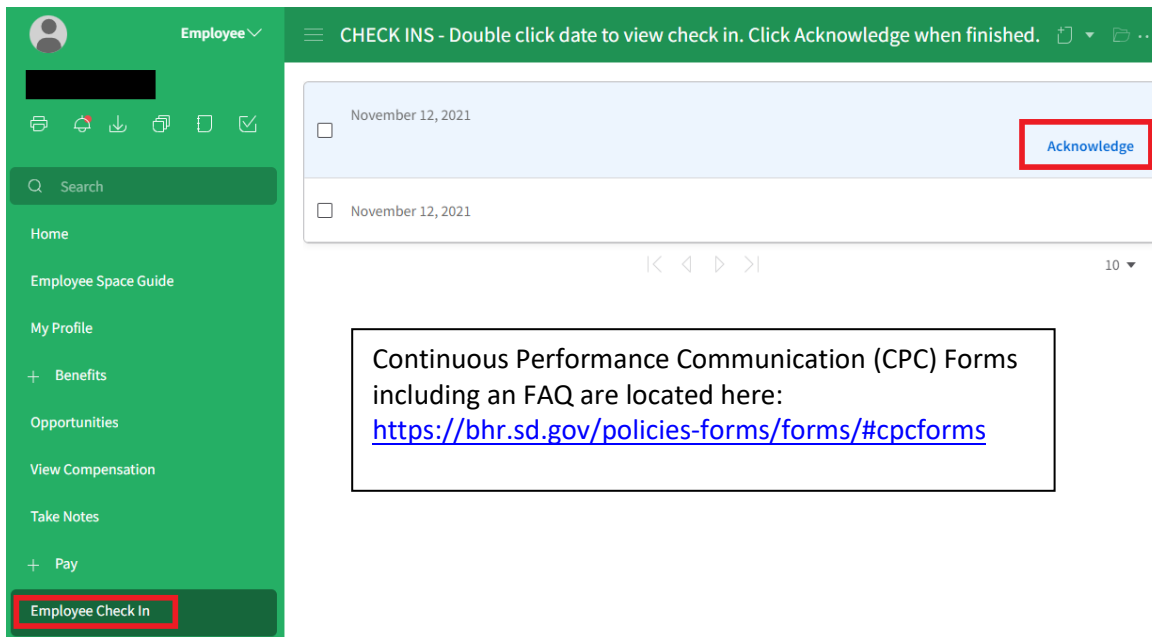
1. Double click position under Compensation by work assignment
2. Click the **Pay Rate History** tab. Here you can view salary history information. It will only display your current position.



Some reason codes you may see:  
SPMA – Salary Policy Market Adjustment  
SPMTMV – Salary Policy Movement to Market Value

## Employee Check In

Once you have met with your manager, you can view your Check In in Employee Space. Click **Employee Check In**. Double click the date of your check in, review and once you are finished click **Acknowledge** on the check in review screen, or hit the back button and click **Acknowledge**.



Continuous Performance Communication (CPC) Forms including an FAQ are located here:  
<https://bhr.sd.gov/policies-forms/forms/#cpcforms>