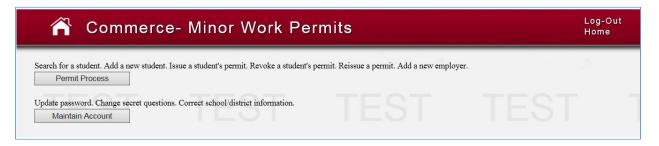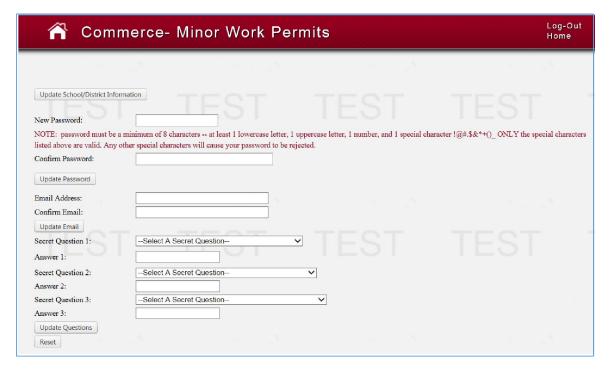# Processing Minor Work Permits

1. Once you have successfully logged in to the new Work Permit Processing System, you will find many of the data entry screens to be similar to the original system. None of the procedural paperwork that is necessary to obtain a Work Permit has changed, so the information that will be entered into this new system is the same information that was entered into the original system. However, there may be some functional differences in this new system, which this walkthrough will attempt to explain.

2. Upon logging into this new system, you will see the "Home" screen. On this screen, you can choose to either "Process Permits" or "Maintain Account". An example of this "Home" screen is in the image below:
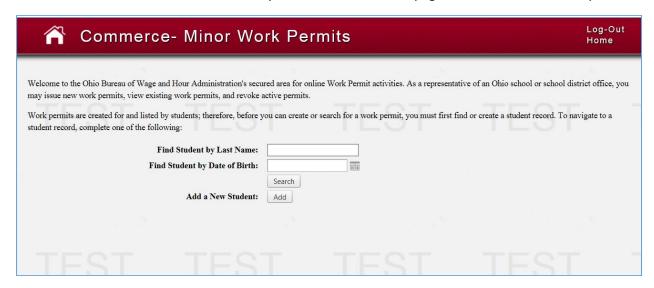

The "Permit Process" button will take you to the Work Permit Processing area of the system. This is where you will be able to search for students, add students and issue or revoke permits. The steps in this process will be outlined in section 3 of this walkthrough.

The "Maintain Account" button will take you to an account maintenance screen that will allow you to make changes to your account. On that screen, you will be able to change your password, update your security question or correct/edit the information in the system regarding your school/district's information. An example of the "Maintain Account" screen is in the image below:
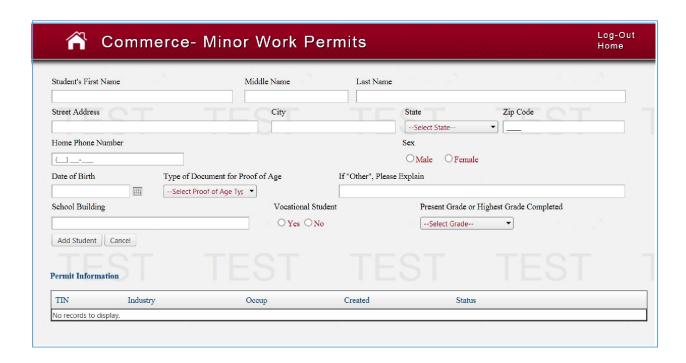
3. If the "Permit Process" button is selected, you will be directed to a page that looks like the example below:

As you can see in this example, this screen appears to be very similar to the original system. A student can be searched by last name or date of birth. You can also add a student from this screen. For the following walkthrough, we will focus on "Add a New Student".

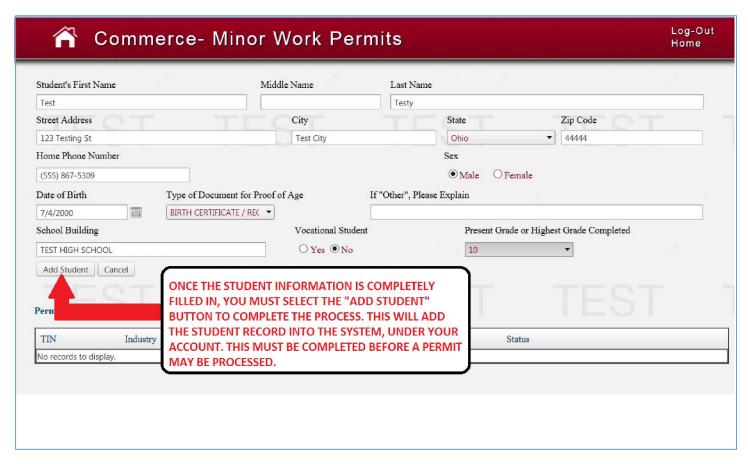To "Add" a student in this system, you will select the "Add" button and you will be directed to Student Information Page. An example of this is in the image below:

The information necessary to complete this page will be found on the "Work Permit Application" that should be completed by the student and returned to the school/district. Again, note that this screen is similar to the original system's "Student Information Page".

You will enter the Student's information on this page, including their proof of age documentation, their school of attendance, their status as a Vocational Student and their current grade. Once that information is completely filled in, you will select "Add Student". Once you select "Add Student", that student's record will be saved in this system, under your account. An example of a completed record is in the image below.

*Please Note: in order to process a Work Permit for a student, their information must be completely filled in and the "Add Student" button must be selected for that student.

After you have completed the Student Information and selected "Add Student", you will notice that the "Permit Information" section at the bottom of the page now allows you a choice to "Add New Record". An example of this is in the image below:

You will need to select "Add new record" in order to begin processing a student's Work Permit.

Once you have selected "Add new record" you will be directed to the Work Permit Process screen that will need to be completed with the Employer information and the details of the Student's job. An example of this screen is in the image below:

As you can see in the image above, this screen will need to be filled in with both the employer information and the information about the Student's employment. You can also see that the Student's information is already populated and associated with the information below.

In order to complete this screen, you will need to begin by selecting the "Employer" information. In this new system, you can search for an employer by Tax Identification Number (TIN) or by the employer name. This process is summarized in the series of images below. These images will walk you through the "Employer Information" selection process.

*Please Note: in the examples below, the screenshots do not include an image of the entire page, only the portion of the page with the employer information. Also, in this example, the Student will be employed by Wendy's in Franklin County, however, you will need to select the correct employer for each individual student who wishes to receive a Work Permit.

Filter Employers by County: Franklin ▼ Employer: [Search By TIN or Name] ▼ | Select Employer | Add New Employer

Employer Record   Employer / Location Name   Tax ID Num. [TIN]

Address

E-mail Address

YOU WILL BEGIN THE EMPLOYER INFORMATION PROCESS BY SELECTING THE COUNTY IN WHICH THE EMPLOYER IS BASED. IN THIS EXAMPLE, WE WILL BE USING A WENDY'S IN FRANKLIN COUNTY. THE COUNTY MAY BE SELECTED FROM THE DROPDOWN BOX, ACCESSED BY CLICKING THE ARROW ON THE RIGHT SIDE OF THE TEXT BOX.
**PLEASE NOTE THAT ONCE THE COUNTY IS SELECTED, THE "SEARCH BY TIN OR NAME" IS NOW AVAILABLE FOR TYPED ENTRY OR BY SELECTING THE ARROW AT THE RIGHT FOR A DROPDOWN MENU.

Filter Employers by County: Franklin ▼ Employer: WENDY'S ▼ | Select Employer | Add New Employer

Employer Record   Employer / Location Name

Name:	WENDY'S INTERNATIONAL
TIN:	310785108
Address:	COLUMBUS 6940 EAST BROAD STREET

Address

E-mail Address

THE NEXT STEP, ONCE THE COUNTY IS SELECTED IS TO SELECT THE EMPLOYER. THE FIRST STEP IN THIS PROCESS IS TO FIND THE EMPLOYER BY NAME OR TIN #. HERE, WE HAVE FOUND "WENDY'S" BY NAME AND CONFIRMED THE ADDRESS IS CORRECT. YOU CAN THEN CLICK ON THE CORRECT SELECTION TO CHOOSE THAT LOCATION/NAME. THIS DOES NOT FINALIZE THE EMPLOYER SELECTION.

Filter Employers by County: Franklin ▼ Employer: 310785108-WENDY'S INTERNATIONAL ▼ | Select Employer | Add New Employer

Employer Record   Employer / Location Name   Tax ID Num. [TIN]

Address   County

E-mail Address

ONCE YOU HAVE CLICKED ON THE CORRECT EMPLOYER, THAT EMPLOYER'S INFORMATION WILL APPEAR IN THE "EMPLOYER" BOX SEEN DIRECTLY ABOVE. IN ORDER TO CONFIRM THIS EMPLOYER, YOU WILL NEED TO CLICK ON "SELECT EMPLOYER" IN ORDER TO FINALIZE YOUR SELECTION. THIS WILL COMPLETE YOUR SELECTION OF AN EMPLOYER AND AUTOPOPULATE THE EMPLOYER'S INFORMATION WITHIN THE "EMPLOYER RECORD".

Filter Employers by County: Franklin ▼ Employer: 310785108-WENDY'S INTERNATIONAL ▼ | Select Employer | Add New Employer

Employer Record   Employer / Location Name   Tax ID Num. [TIN]

WENDY'S INTERNATIONAL   310785108

Address   County

589 S. STATE ST.   FRANKLIN
WESTERVILLE, OH
43081

E-mail Address

ONCE THE "SELECT EMPLOYER" BUTTON HAS BEEN CLICKED, YOU CAN SEE THAT THE EMPLOYER'S INFORMATION HAS AUTOMATICALLY FILLED IN THE REST OF THE "EMPLOYER RECORD". THIS STEP WILL FINALIZE YOUR SELECTION OF AN EMPLOYER. IF YOU HAVE COMPLETED THIS, YOU CAN PROCEED TO THE STUDENT WORK INFORMATION SECTION.

In the event that an Employer is has never been used in the original system or in this new system, you will need to select "Add New Employer" from the Employer Record screen. That process is outlined in the following series of images below.

Commerce- Minor Work Permits

Tax ID Number (TIN)

Employer

Street Address

City

State   --Select State--

Zip Code

County   --Select County--

E-mail Address

[Save] [Cancel]

ONCE YOU CLICK ON "ADD EMPLOYER" FROM THE EMPLOYER RECORD SCREEN, YOU WILL SEE A POP-UP APPEAR THAT LOOKS LIKE THIS SCREEN. YOU CAN SEE ON THIS SCREEN THAT YOU WILL NEED THE TAX IDENTIFICATION NUMBER (TIN), THE EMPLOYER NAME & ADDRESS AND, IF POSSIBLE, THE EMAIL ADDRESS OF THE EMPLOYER. THE EMAIL ADDRESS IS NOT A REQUIRED FIELD, SO IF IT IS NOT AVAILABLE, IT DOES NOT HAVE TO BE ENTERED.

Commerce- Minor Work Permits

Tax ID Number (TIN)

999999999

Employer

STEVE'S BBQ

Street Address

123 TEST STREET

City

COLUMBUS

State   Ohio

Zip Code   99999

County   Franklin

E-mail Address

TEST@TEST.TEST   ×

[Save] [Cancel]

ONCE YOU HAVE ENTERED THE EMPLOYER'S INFORMATION, YOU WILL NEED TO CLICK THE SAVE BUTTON TO PROCEED TO THE EMPLOYER SELECTION SCREEN.

Filter Employers by County: Franklin   Employer: 999999999 - STEVE'S BBQ   [Select Employer]

[Add New Employer]

Employer Record	Employer / Location Name		Tax ID Num. [TIN]
	STEVE'S BBQ		999999999
	Address		County
	123 TEST STREET COLUMBUS, OH 99999		Franklin
	E-mail Address		
	TEST@TEST.TEST		

ONCE YOU HAVE SAVED THE EMPLOYER, IT WILL BE SHOW IN THE EMPLOYER BOX. CLICK "SELECT EMPLOYER."

ONCE YOU HAVE CLICKED "SELECT EMPLOYER" THE EMPLOYER'S INFORMATION WILL AUTOMATICALLY BE ENTERED IN TO THE EMPLOYER RECORD AND YOU ARE READY TO PROCEED TO THE NEXT STEP.

Once the Employer Record is completed and you have clicked on "Select Employer", you are ready to move to the entry of the Student's Employment Information. That process will be outlined in the following series of images below.

Form (first screenshot):

Status: NEW-GOOD

Issued On: 08/08/2015

Issue Type: ○ Re-Issue ○ First-Issue

Full-Time: ○ Regular ○ Non-Standard

Limited: ○ No ○ Yes

3331.04: ○ No ○ Yes

Industry: --Select Industry--

Occupation:

Days Worked Per Week:

Hours Worked Per Day:

Irregular Hours Are Within Limits: ○ No ○ Yes

Daily Schedule:

Start: ⏰ End: ⏰

Work Schedule: ☐ WEEKDAYS ☐ WEEKENDS ☐ SUMMER

Initials

[Save] [Return To Student Search]

Form (second screenshot):

Status: NEW-GOOD

Issued On: 08/08/2015

Issue Type: ○ Re-Issue ● First-Issue

Full-Time: ● Regular ○ Non-Standard

Limited: ● No ○ Yes

3331.04: ● No ○ Yes

Industry: Restaurant

Occupation: Cashiers

Days Worked Per Week: 4

Hours Worked Per Day: 5

Irregular Hours Are Within Limits: ○ No ● Yes

Daily Schedule:

Start: ⏰ End: ⏰

Work Schedule: ☐ WEEKDAYS ☐ WEEKENDS ☐ SUMMER

Initials

[Save] [Return To Student Search]

IN THIS EXAMPLE, THE STUDENT IS BEING ISSUED A NEW PERMIT. YOU CAN SEE THAT IT IS SELECTED AS "FIRST ISSUE", "REGULAR", NOT LIMITED, NOT 3331.04 (WHICH IF SELECTED "YES" INDICATES A STUDENT HAS DROPPED OUT AND IS SEEKING A PERMIT), WILL WORK 4 DAYS, 5 HOURS PER DAY AND HOURS ARE WITHIN LIMITS. THE "DAILY SCHEDULE" CAN BE FILLED IN BY CLICKING ON THE CLOCKS BESIDE THE BOXES. YOU WILL THEN INITIAL THE PERMIT AND CLICK "SAVE". ONCE YOU HAVE CLICKED "SAVE", THE PERMIT IS SAVED AND YOU CAN PROCEED TO THE NEXT STEP.

Once you have clicked on "Save" after entering the Work Permit information, you will see a pop-up that is the printable Work Permit. An example of that is in the image below. You will need to select "Print", which will depend on your browser type and the software installed locally on your computer. This permit pop-up will be a PDF file that can be printed.

AGE AND SCHOOLING CERTIFICATE
TEST CHARTER - 123 Test Test City OH 55555

Form fields:
- 3331.04 ORC / 4109 ORC
- DATE: 8/8/2015
- PROOF OF AGE (Type Of Document And Identifying No.): BIRTH CERTIFICATE / RECORD
- FIRST ISSUE: ✔ RE-ISSUE: ☐
- FULL TIME — Regular: ✔ Non-Standard: ☐ 3331.04: ☐
- LIMITED — YES: ☐ NO: ✔
- AUTHORIZING EMPLOYMENT OF: Test Testy
- DATE OF BIRTH: 7/4/2000 AGE Years: 15 Months: 1
- SEX — Male: ✔ Female: ☐
- ADDRESS OF MINOR: 123 Test St Test City OH 44444
- TELEPHONE NO.: (555) 867-5309
- NAME OF SCHOOL DISTRICT (LOCAL OR CITY): TEST CHARTER
- BUILDING: TEST HIGH SCHOOL
- PRESENT GRADE OR HIGHEST GRADE COMPLETED: 11
- EMPLOYER (FIRM NAME): STEVE'S BBQ
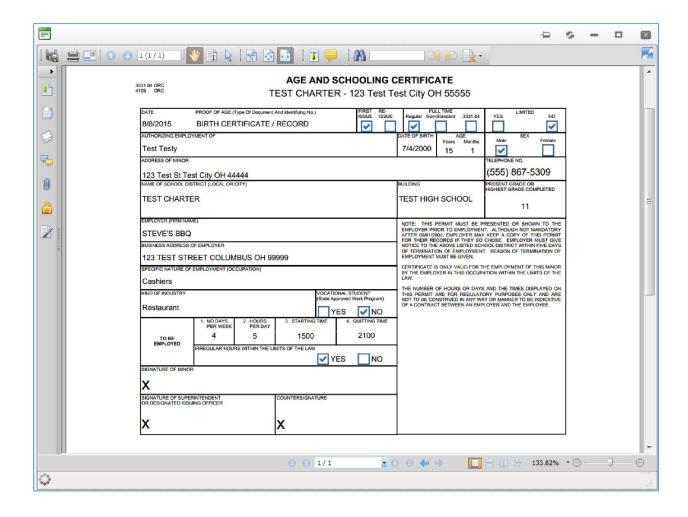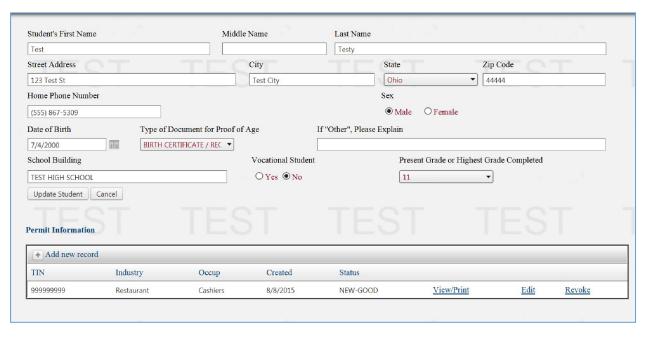- BUSINESS ADDRESS OF EMPLOYER: 123 TEST STREET COLUMBUS OH 99999
- SPECIFIC NATURE OF EMPLOYMENT (OCCUPATION): Cashiers
- KIND OF INDUSTRY: Restaurant
- VOCATIONAL STUDENT (State Approved Work Program): YES ☐ NO ✔

NOTE: THIS PERMIT MUST BE PRESENTED OR SHOWN TO THE EMPLOYER PRIOR TO EMPLOYMENT. ALTHOUGH NOT MANDATORY AFTER 09/01/2002, EMPLOYER MAY KEEP A COPY OF THIS PERMIT FOR THEIR RECORDS IF THEY SO CHOSE. EMPLOYER MUST GIVE NOTICE TO THE ABOVE LISTED SCHOOL DISTRICT WITHIN FIVE DAYS OF TERMINATION OF EMPLOYMENT. REASON OF TERMINATION OF EMPLOYMENT MUST BE GIVEN.

CERTIFICATE IS ONLY VALID FOR THE EMPLOYMENT OF THIS MINOR BY THE EMPLOYER IN THIS OCCUPATION WITHIN THE LIMITS OF THE LAW.

THE NUMBER OF HOURS OR DAYS AND THE TIMES DISPLAYED ON THIS PERMIT ARE FOR REGULATORY PURPOSES ONLY AND ARE NOT TO BE CONSTRUED IN ANY WAY OR MANNER TO BE INDICATIVE OF A CONTRACT BETWEEN AN EMPLOYER AND THE EMPLOYEE.

TO BE EMPLOYED:
- 1. NO DAYS PER WEEK: 4
- 2. HOURS PER DAY: 5
- 3. STARTING TIME: 1500
- 4. QUITTING TIME: 2100
- IRREGULAR HOURS WITHIN THE LIMITS OF THE LAW: YES ✔ NO ☐
- SIGNATURE OF MINOR: X
- SIGNATURE OF SUPERINTENDENT OR DESIGNATED ISSUING OFFICER: X
- COUNTERSIGNATURE: X

Once the permit is printed, it will be saved in the Work Permit Processing System and will be available to re-print, edit, view or revoke. An example of that is in the image below.

Student's First Name	Middle Name	Last Name
Test		Testy

Street Address	City	State	Zip Code
123 Test St	Test City	Ohio	44444

Home Phone Number: (555) 867-5309

Sex: ● Male ○ Female

Date of Birth: 7/4/2000

Type of Document for Proof of Age: BIRTH CERTIFICATE / REC

If "Other", Please Explain:

School Building: TEST HIGH SCHOOL

Vocational Student: ○ Yes ● No

Present Grade or Highest Grade Completed: 11

[Update Student] [Cancel]

Permit Information

[+ Add new record]

TIN	Industry	Occup	Created	Status			
999999999	Restaurant	Cashiers	8/8/2015	NEW-GOOD	View/Print	Edit	Revoke

If the information that is entered into the Work Permit system would be incomplete or if the type of employment that the Student is seeking is prohibited, you will be notified to contact the Wage and Hour Bureau for clarification.

4. You have now completed a Work Permit in the new Work Permit Processing System. Once the Work Permit is processed and printed, you will be taken back to the Student Record.

5. You can be directed back to the "Home" screen at any point by clicking the "Home" icon at the top of the screen.

   From that screen you are able to navigate to and through a student record and see all of the past and present Work Permits that have been issued to that Student.

   If you would encounter any issues that are not addressed in this walkthrough, please email the Wage and Hour Bureau at webmaster@wagehour.com.state.oh.us and include your UserID and a description of your issue.