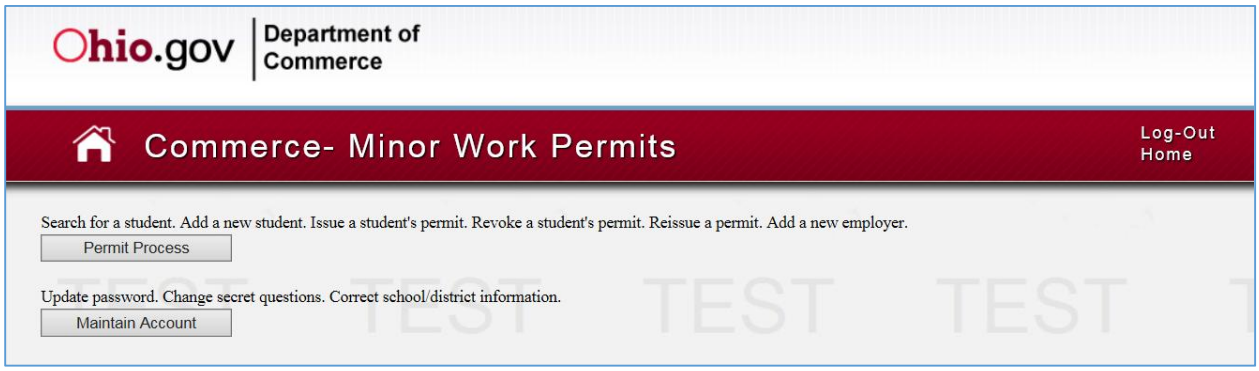
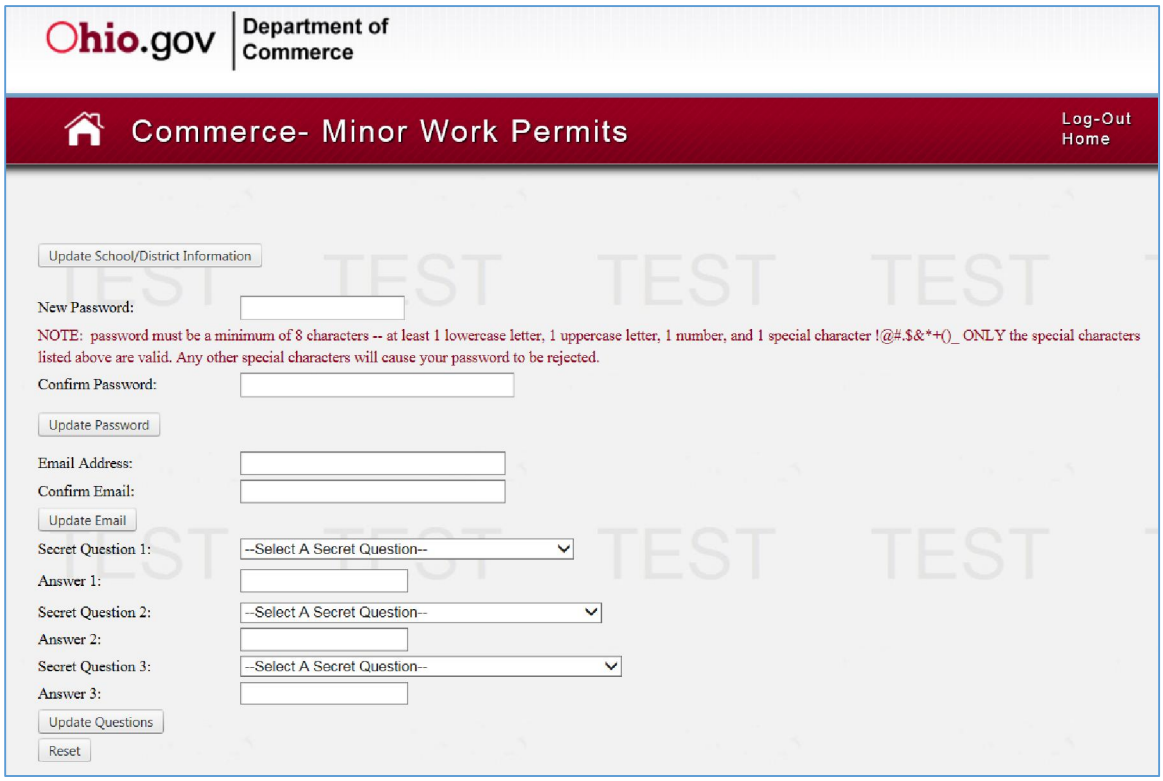
Processing Minor Work Permits

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:

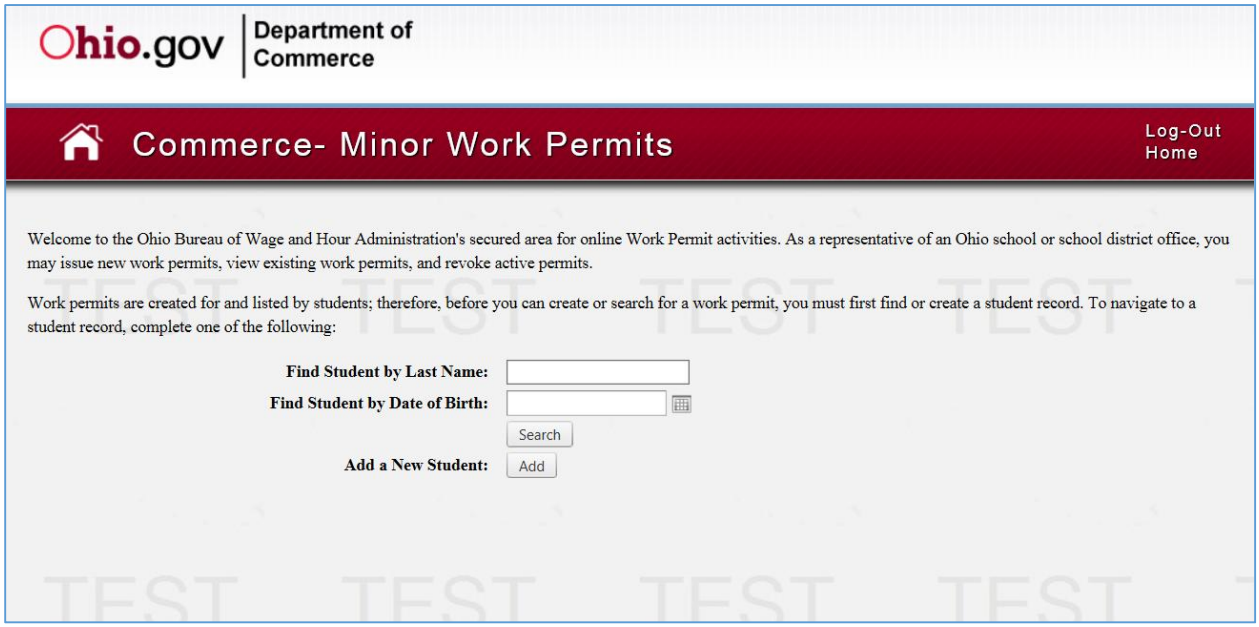


The "Permit Process" button will take you to the Work Permit Processing area of the system. This is where you will be able to search for students, add students and issue or revoke permits. The steps in this process will be outlined in section 3 of this walkthrough.

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:

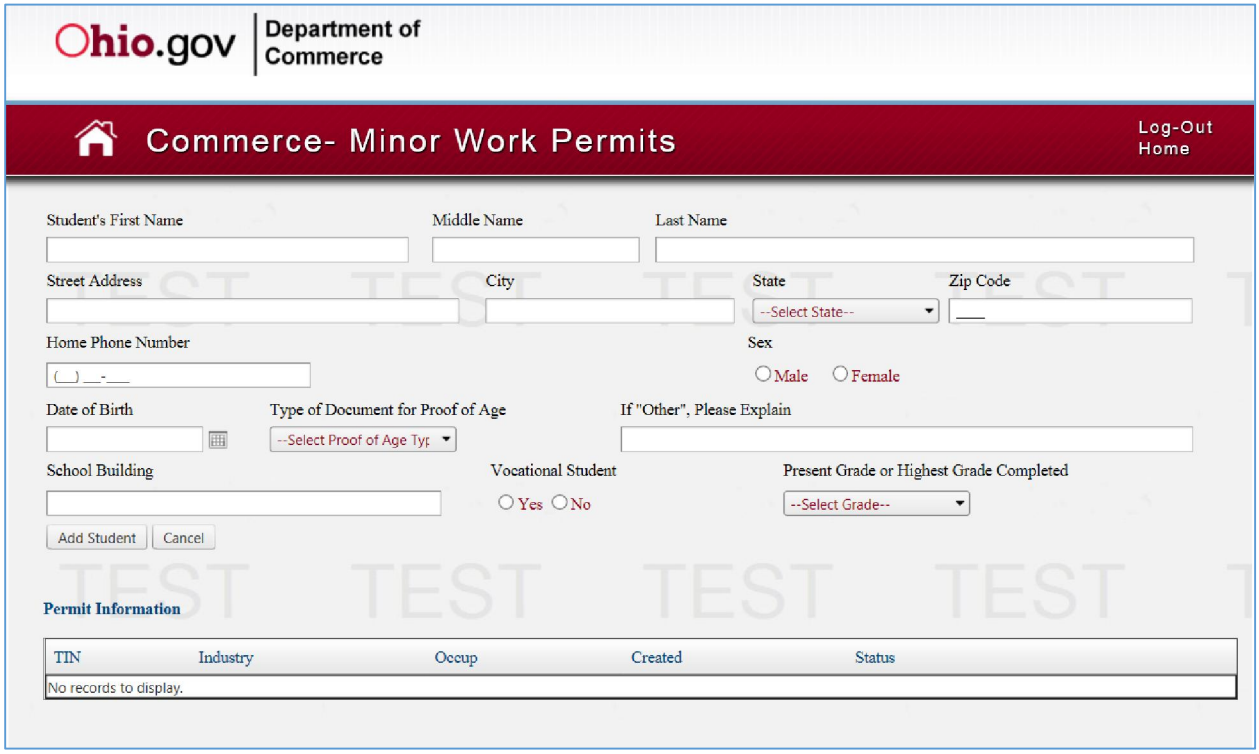


3. If the “Permit Process” button is selected, you will be directed to a page that looks like the example below:



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”.

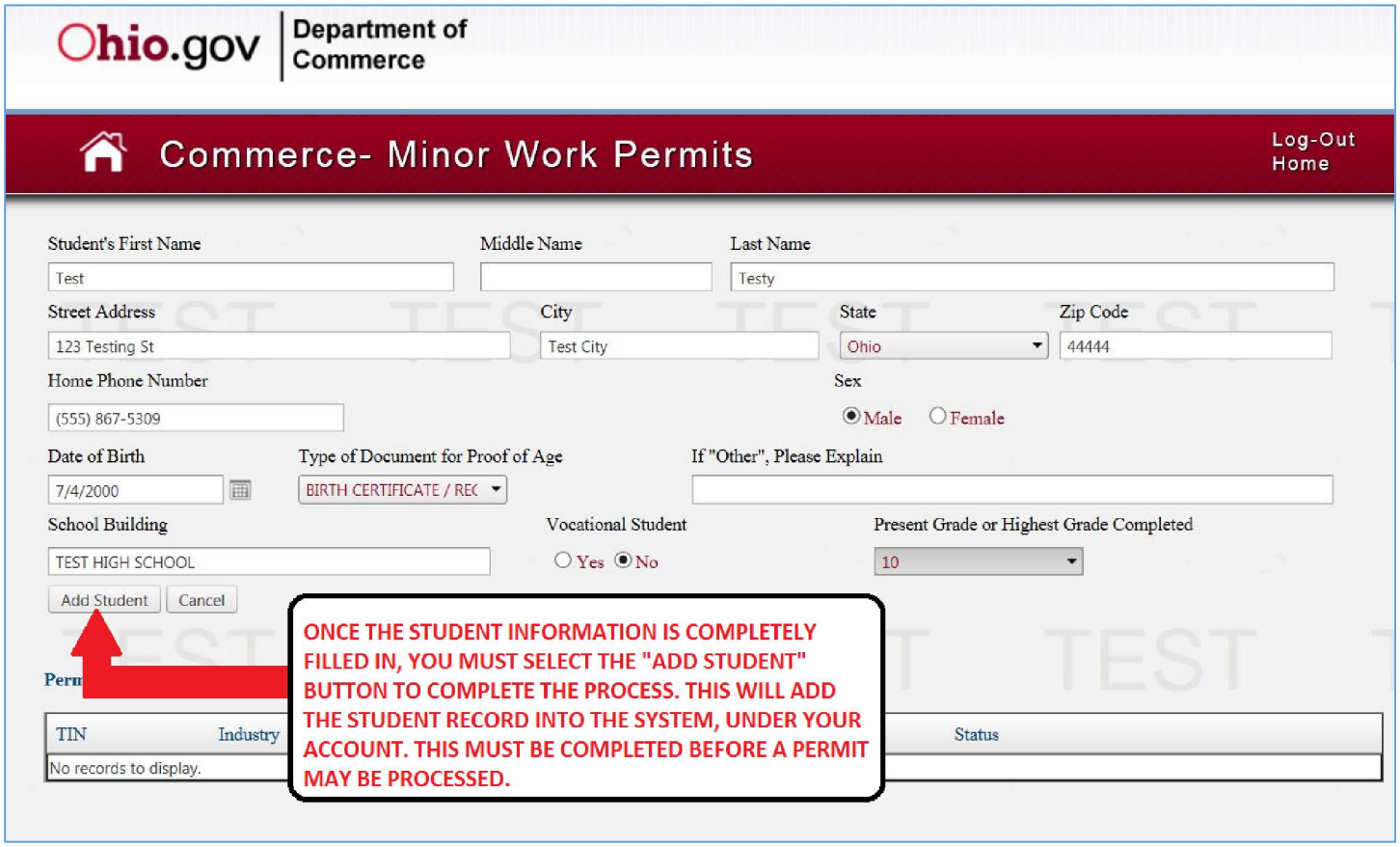
To “Add” a student in this system, you will select the “Add” button and you will be directed to Student Information Page. An example of this is in the image below:



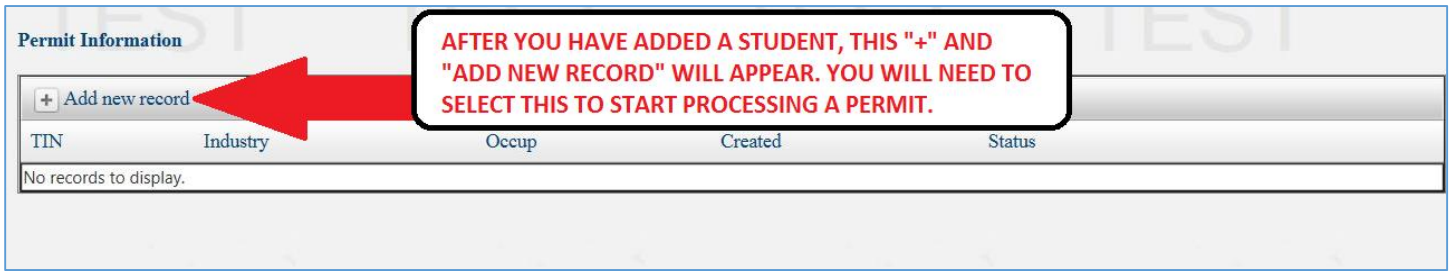
The information necessary to complete this page will be found on the “Work Permit Application” that should be completed by the student and returned to the school/district. Again, note that this screen is similar to the original system’s “Student Information Page”.

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.

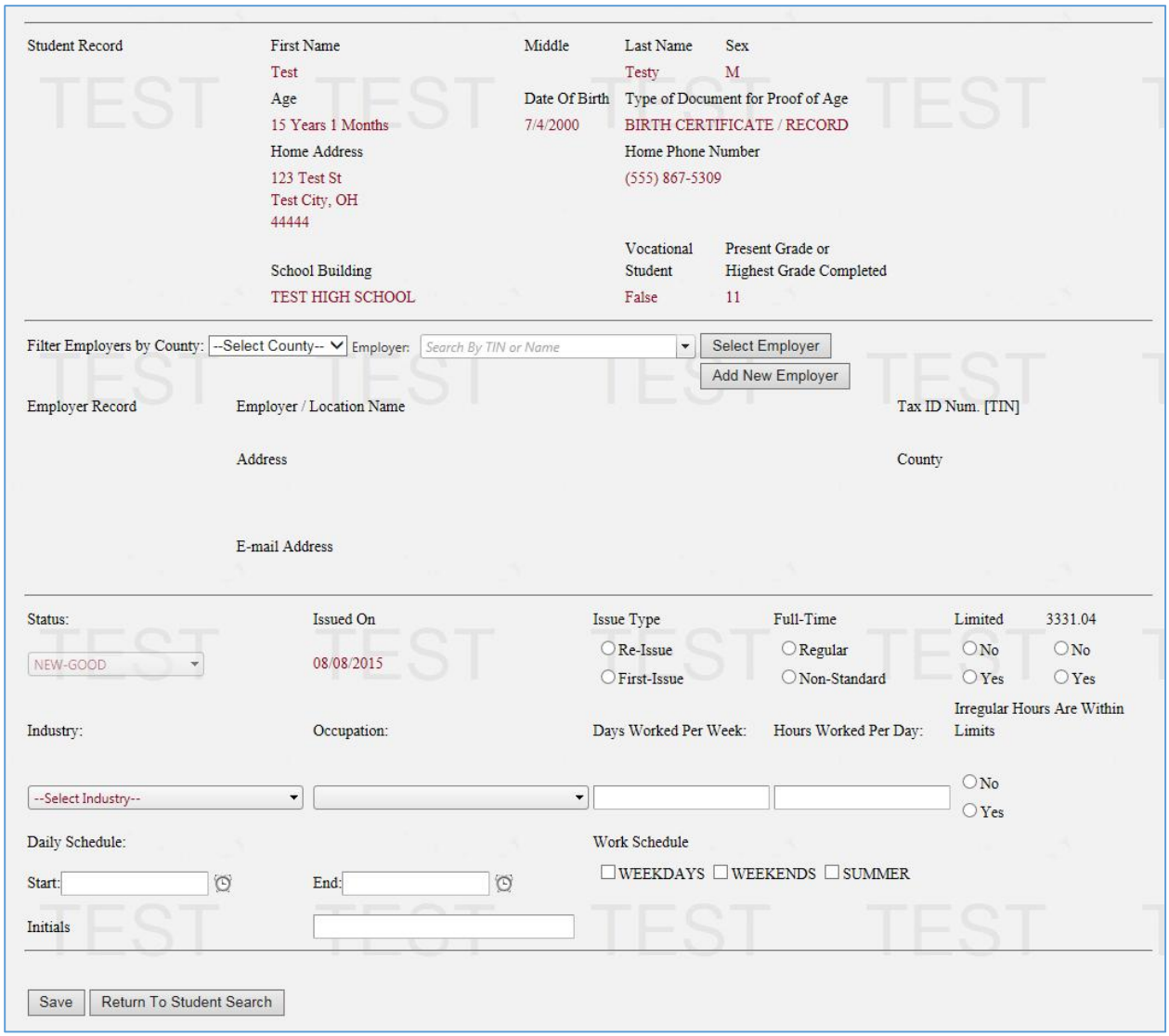


After you have completed the Student Information and selected "Add Student", you will notice that the "Permit Information" section at the bottom of the page now allows you a choice to "Add New Record". An example of this is in the image below:



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

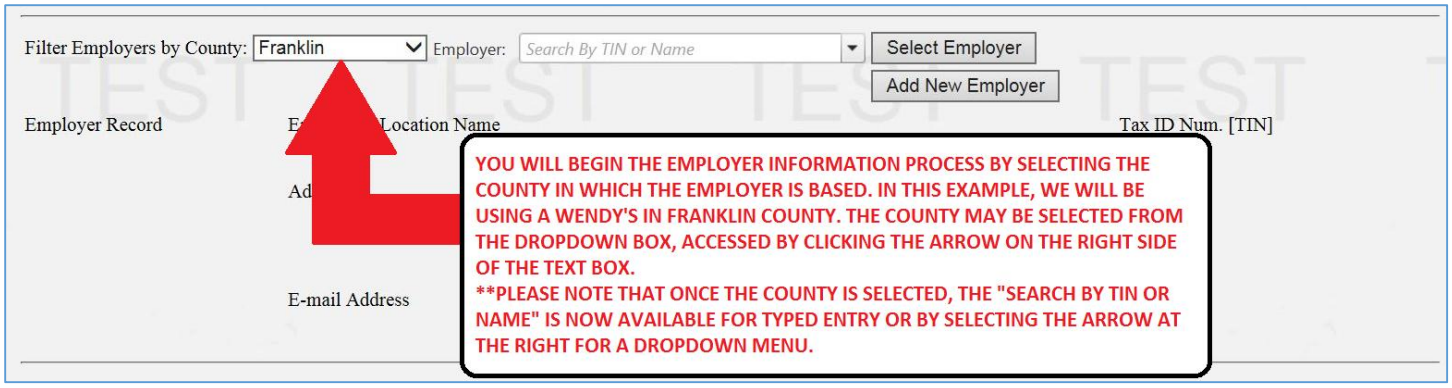
Once you have selected “Add new record” you will be directed to the Work Permit Process screen that will need to be completed with the Employer information and the details of the Student’s job. An example of this screen is in the image below:

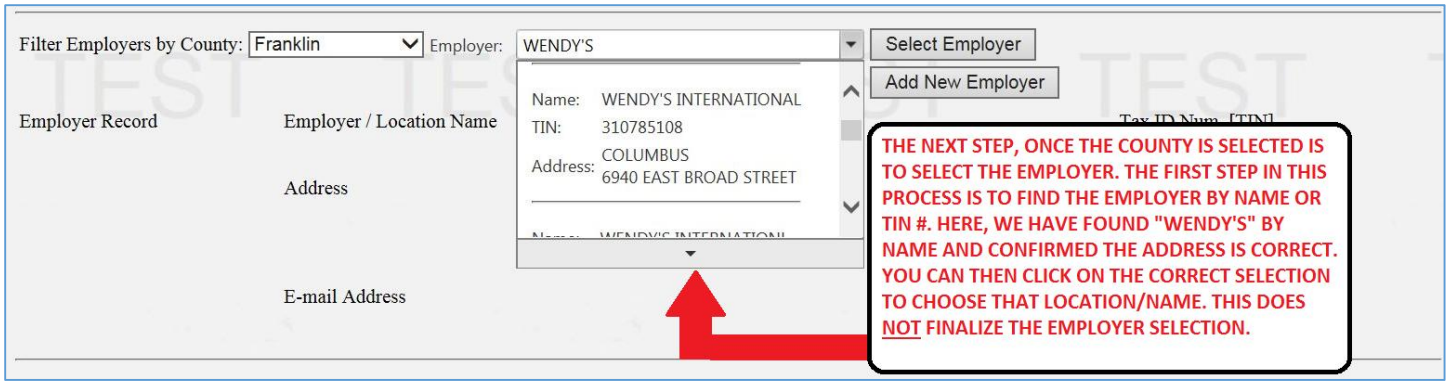


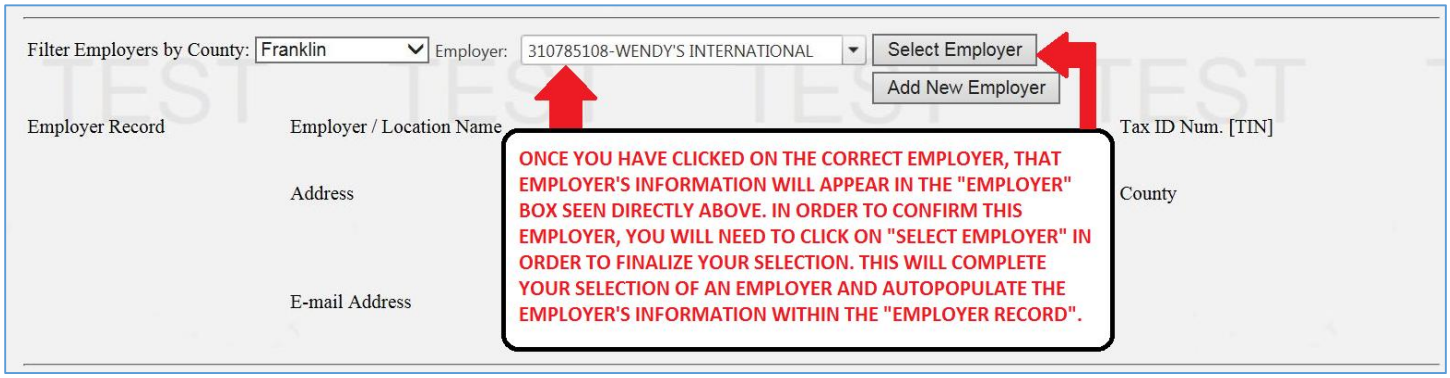
As you can see in the image above, this screen will need to be filled in with both the employer information and the information about the Student’s employment. You can also see that the Student’s information is already populated and associated with the information below.

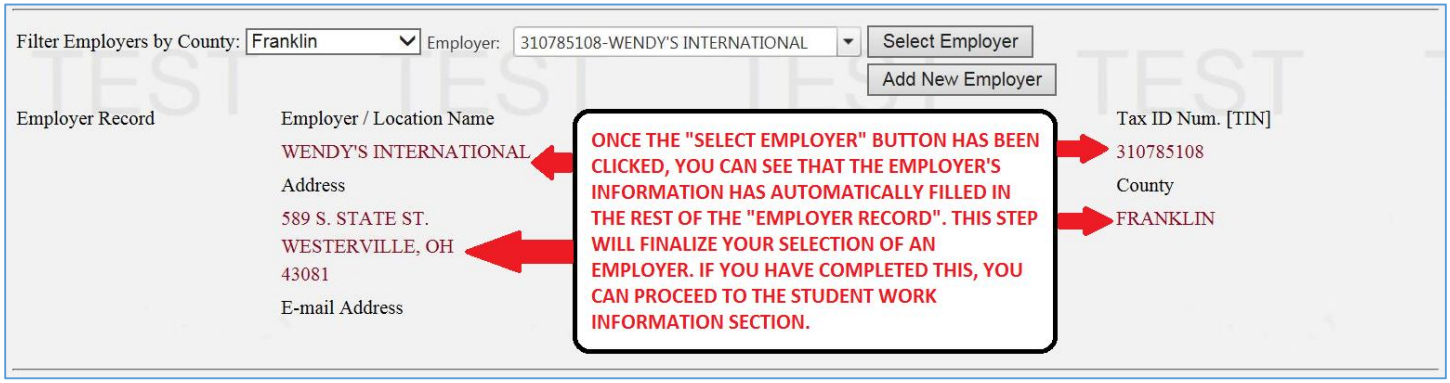
In order to complete this screen, you will need to begin by selecting the “Employer” information. In this new system, you can search for an employer by Tax Identification Number (TIN) or by the employer name. This process is summarized in the series of images below. These images will walk you through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









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.

Ohio.gov | Department of Commerce

Commerce- Minor Work Permits

Log-Out
Home

Tax ID Number (TIN)

Employer

Street Address

City

State

Zip Code

County

--Select State--

--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.

Ohio.gov | Department of Commerce

Commerce- Minor Work Permits

Log-Out
Home

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

STEVE'S BBQ

Address

123 TEST STREET
COLUMBUS, OH
99999

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.

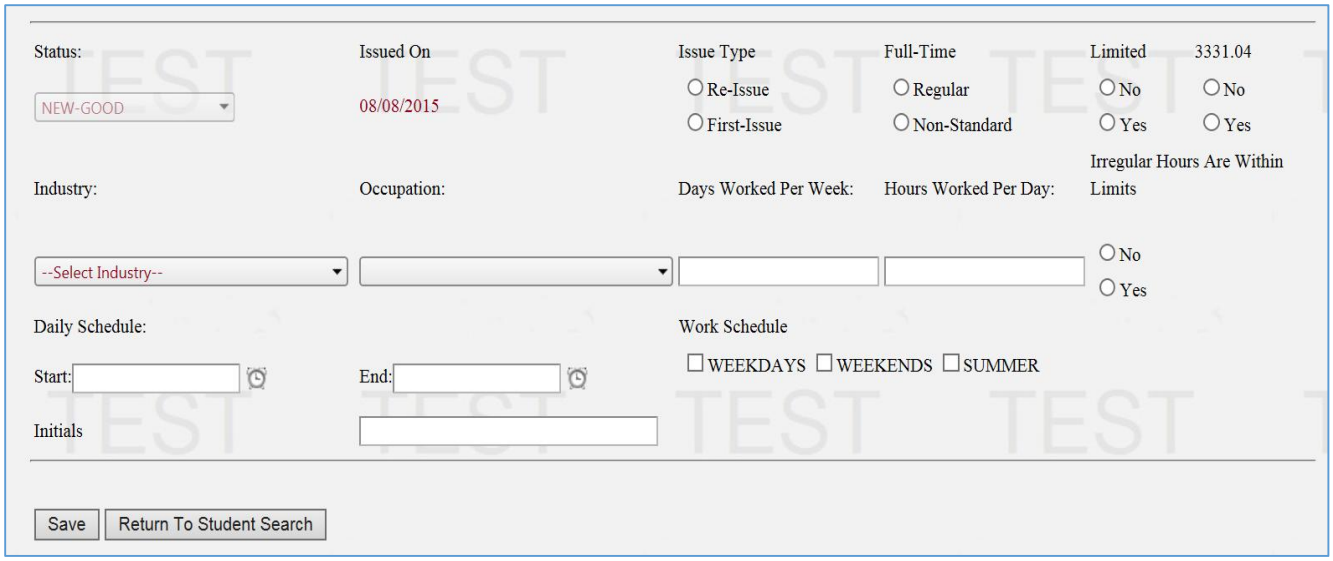
Tax ID Num. [TIN]

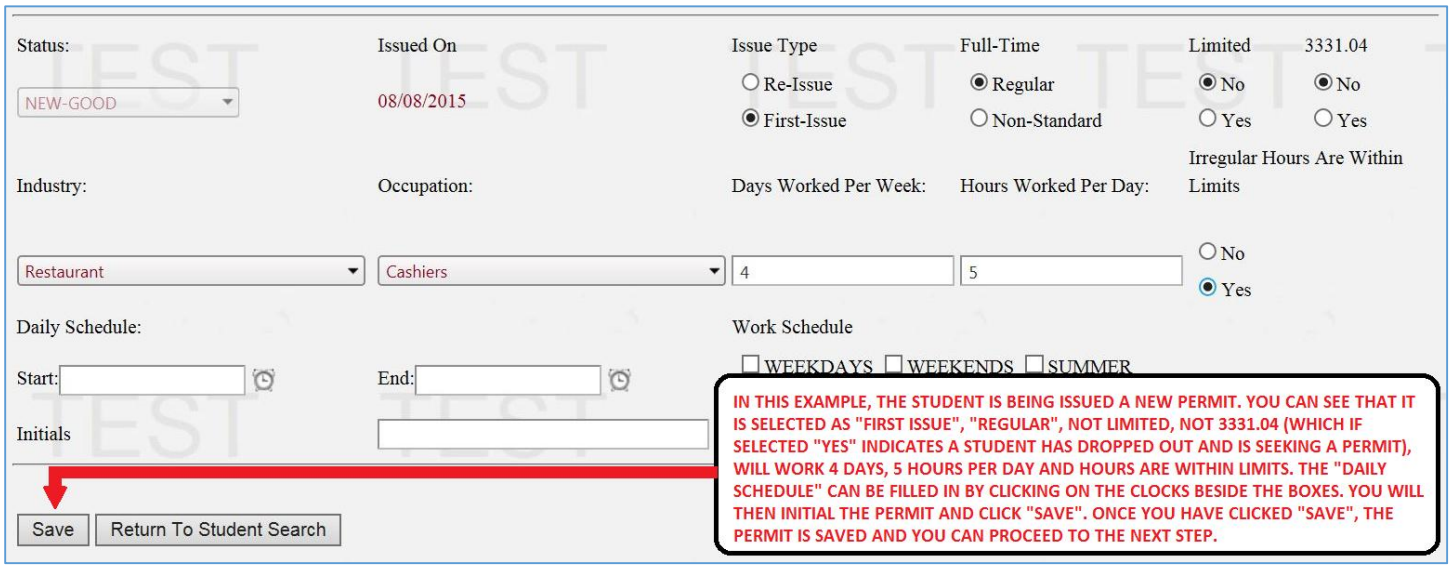
999999999

County

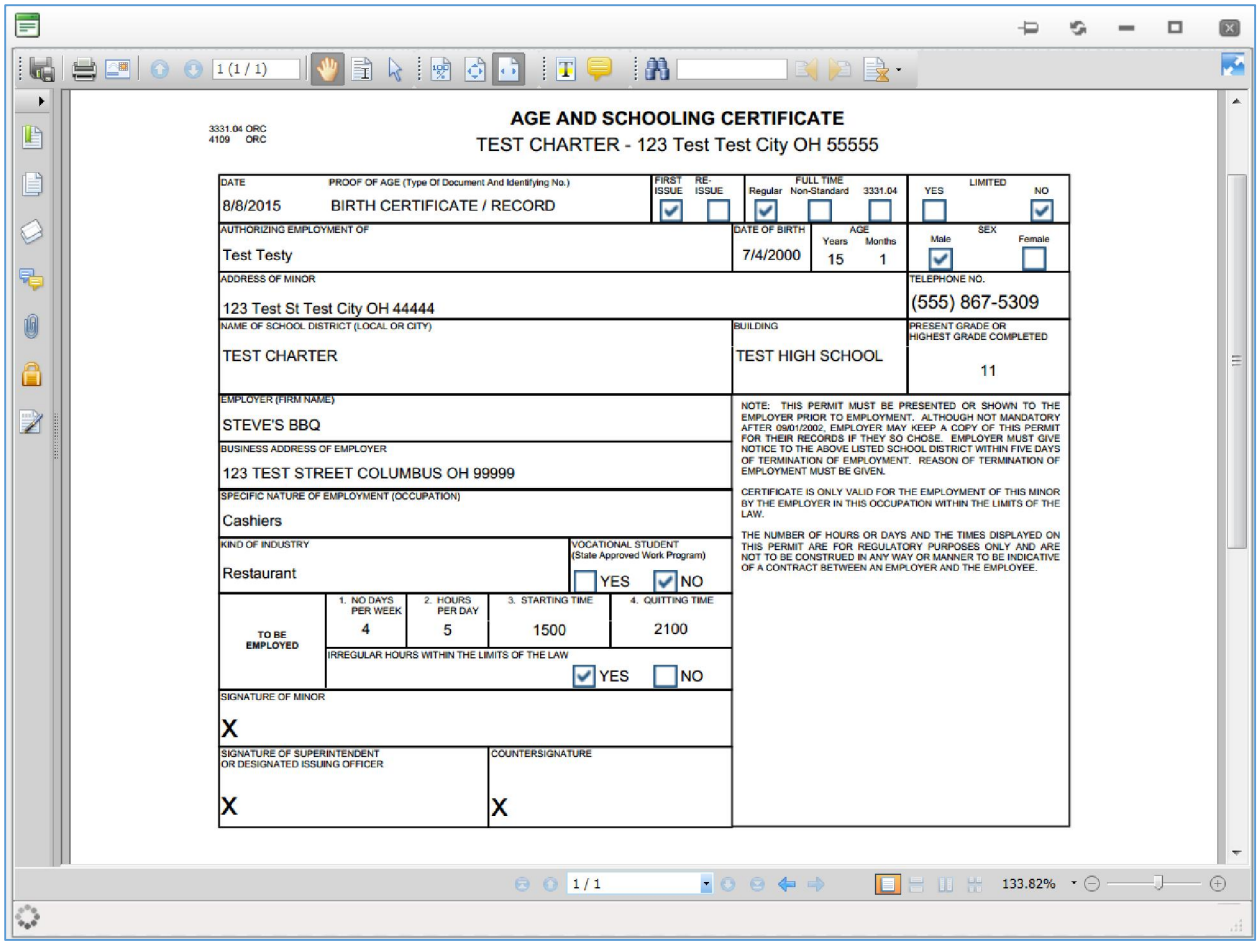
Franklin

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.





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.



3331.04 ORC
4109 ORC

AGE AND SCHOOLING CERTIFICATE

TEST CHARTER - 123 Test Test City OH 55555

DATE	PROOF OF AGE (Type Of Document And Identifying No.)	FIRST ISSUE	RE-ISSUE	FULL TIME Regular	Non-Standard	3331.04	LIMITED YES	NO
8/8/2015	BIRTH CERTIFICATE / RECORD	☑	☐	☑	☐	☐	☐	☑

AUTHORIZING EMPLOYMENT OF	DATE OF BIRTH	AGE Years	Months	SEX Male	Female
Test Testy	7/4/2000	15	1	☑	☐

ADDRESS OF MINOR	TELEPHONE NO.
123 Test St Test City OH 44444	(555) 867-5309

NAME OF SCHOOL DISTRICT (LOCAL OR CITY)	BUILDING	PRESENT GRADE OR HIGHEST GRADE COMPLETED
TEST CHARTER	TEST HIGH SCHOOL	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

TO BE EMPLOYED	1. NO DAYS PER WEEK	2. HOURS PER DAY	3. STARTING TIME	4. QUITTING TIME
	4	5	1500	2100

IRREGULAR HOURS WITHIN THE LIMITS OF THE LAW: ☑ YES ☐ NO

SIGNATURE OF MINOR: X

SIGNATURE OF SUPERINTENDENT OR DESIGNATED ISSUING OFFICER: X

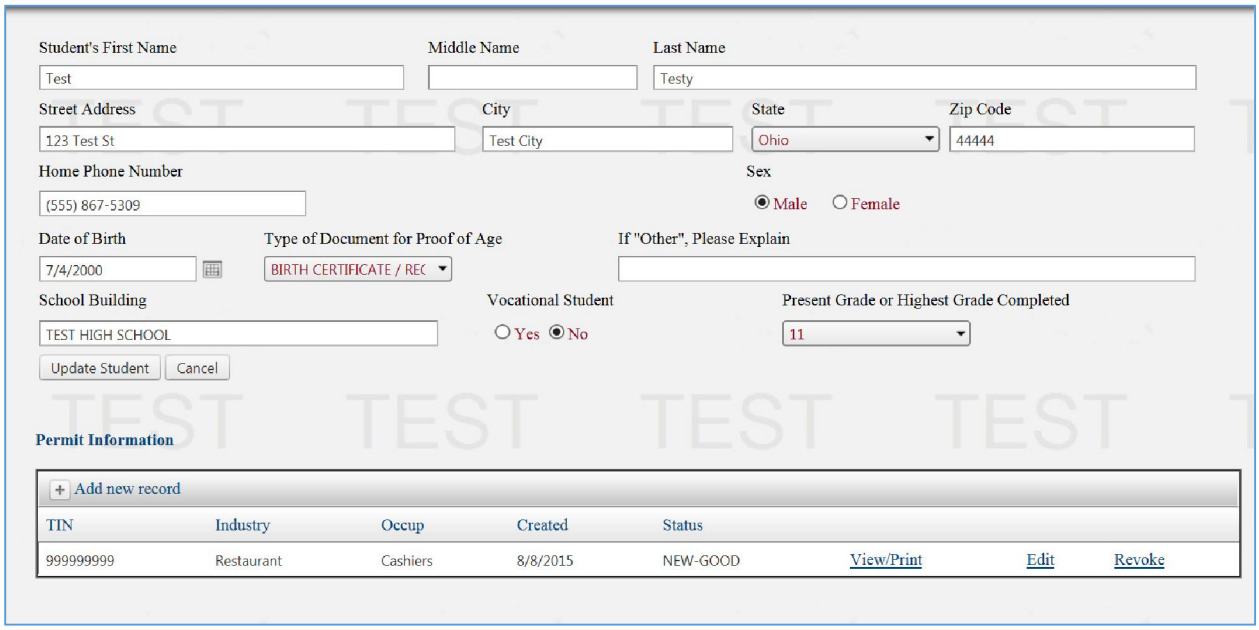
COUNTERSIGNATURE: X

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.

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: Test
Middle Name:
Last Name: Testy
Street Address: 123 Test St
City: Test City
State: Ohio
Zip Code: 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.