



Annual HR Controller review process

If an individual, sole proprietor or single member limited liability company was inactivated in the system, they will need to go through an annual HR Controller review before they can be reactivated.

If they have not completed a new registration in PaymentWorks or been connected with BGSU, the department can send an invitation to the individual. Make sure that the completed ICA with the details of the service is attached to the invitation.

If the individual has already completed a new registration in PaymentWorks and has been connected with BGSU, the department will follow the steps below.

1. Please complete the ICA contract from the contract template listed on our website. This should contain the individual's signature, the appropriate BGSU signatory authority per the Delegation of Contract and Signatory Authority Policy 3341-1-7 on page 9 and an attachment detailing the services. All pages of the completed ICA & Attachment A should be in one PDF file.
2. Once the ICA contract is finalized, please email the contract to your individual with the instructions "[Independent Contractor Yearly Requirements](#)".
3. The individual will log into PaymentWorks, upload the required documents and submit them to BGSU for review.
4. Departments are able to check the status of the annual review directly in the PaymentWorks platform. Please use the instructions "[Monitoring the Status of the Annual HR Controller Review](#)".
5. Once the individual is fully approved, they will be reactivated in the system.