Monitoring the Status of the Annual HR Controller Review

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 for ordering and payments.

Once the department has completed the steps in the Annual HR Controller review process, the department can monitor the portal for the independent contractor’s progress.

1. Once you are logged in to PaymentWorks, click “Vendor Master Updates”.

![PaymentWorks Vendor Master Updates](image)

2. Select the “Updates” tab.

![PaymentWorks Updates Tab](image)

3. Use the filters on the left hand side to search for the vendor name or vendor number. The search option is a contains field. The best option is to search for the assigned vendor number. If you are using the vendor name, try to search for the last name of your individual to pull the updates. If no results are found, your individual may not have submitted their documents in the portal.

![PaymentWorks Filter Results](image)

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4. Please note, you will see all updates submitted by your independent contractor. Make sure you look for the “Custom Form Fields” under the Profile Information column.

5. Your independent contractor should have uploaded the OPERS form and new contract for the services they are being hired to provide to BGSU. You will be able to find the documents under the “To” column.

6. Under the “Status” column you can monitor the BGSU approval workflow similar to a new registration.

**Pending:** Purchasing is reviewing the documents that have been submitted by the independent contractor. If the status has not moved forward, Purchasing may have messaged the independent contractor from the portal to attach documentation that may be missing. Check to make sure the OPERS form and contract are attached accurately under the “To” column. If an attachment is missing, please contact your independent contractor to submit their paperwork through the portal per their instructions. You may also contact Purchasing for an update.

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Pending Approval By: HR – This is with the HR department for review. If you need an update, please contact the HR department directly.

Pending Approval By: Controller – This is with the Controller for review. If you need an update, please contact the Controller directly.

Approved – The independent contractor is fully approved and should be reactivated in FMS & Falcons Purch. Activating the vendor is a manual process. If your vendor is not active in the system, please reach out to Purchasing for assistance.