

Section 2 Completion Steps

1. The manager will input the document information selected by the team member for **List A** or **List B and C** after verifying the photo(s) match the team member physically present.
2. Once the provided documents are entered, ensure the **hire date** is correctly inputted.
3. Complete the **electronic signature** and **final review**.
4. Select **Take Photo and upload a photo** of the provided documents using an iPad.
 - a. Section II documents **MUST** be photographed front and back (passport ID and barcode pages.)
 - b. Use an iPad to upload photos and retain copies with Form I-9.
5. Select **Approve to initiate eVerify**.
 - a. **Any corrections will be sent back shortly after as a task to the manager in Workday.**

1

Section 2. Employer Review and Verification:
Employers or their authorized representative must complete and sign Section 2 within three business combination of documentation from List B and List C. Enter any additional documentation in the Addit.

List A

Document Title 1

Document presented is a receipt

Select Issuing Authority

Document Number (if any)

Expiration Date (if any)

Document Title 2 (if any)

Select Issuing Authority

Document Number (if any)

Expiration Date (if any)

Document Title 3 (if any)

Document presented is a receipt

Select Issuing Authority

Document Number (if any)

Expiration Date (if any)

OR

List B

Document Title 1

Document presented is a receipt

Select Issuing Authority

Document Number (if any)

Expiration Date (if any)

AND

List C

Document Title 1

Document presented is a receipt

Select Issuing Authority

Document Number (if any)

Expiration Date (if any)

Additional Information

Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee States.

2

Signature of Employer or Authorized Representative
By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree Title of Employer or Authorized Representative Store Manager - 013 Oak Park

Last Name of Employer or Authorized Representative First Name of Employer or Authorized Representative

Employer's Business or Organization Name Rally House Employer's Business or Organization Address (Street Number and Name) 3730 Quivira Rd

State KS ZIP Code 66215

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

3

Attachments

Drop files here

or

4

Select files

Photo Library

Take Photo or Video

Choose Files

5

Process History

Send Back

Approve

The Process is completed unless E-Verify requires additional information.

If Additional information is required, the Complete Form I-9 Task will reappear in your task box. More information on how to resolve is provided on the following pages.

Resolving Further Action Task

If Additional information is required, the Complete Form I-9 Task will reappear in your task box. More information on how to resolve is provided below.

1) eVerify Photo Match

- US Passport or password card
- Permanent Resident Card (form I-551)
- Employment Authorization Document (Form I-766)

1. If verification is needed, the task "complete Form I-9 will reappear in the managers workday task box shortly after Section II is submitted.
2. E-Verify will populate a "Photo Match" with instructions on how to action the task.
3. **Choose the appropriate selection** and **submit** to re-route to E-Verify for finalization.
4. If the Photo matches E-Verify will Finalize the Form and add a case number automatically, requiring no further action.



SAMPLE

Worker: 0123456789012
Hire Date: 06/04/2025
Original Hire Date for Worker: 06/04/2025
U.S. Employment Verification Status: Authorization Pending
E-Verify Case Number: 01234567890123456789

Does the photo match the employee document?

- Yes, the photo matches.
 No, the photo doesn't match.
 No photo displayed.

Type comment here if needed

Submit

Cancel

View Event Complete Form I-9: Alaina SAT-A - Employment Authorized

For: Alaina SAT-A

Overall Process: Complete Form I-9: Alaina SAT-A - Employment Authorized

Overall Status: Successfully Completed

Details: Process

I-9 Process Status: Process Finalized U.S. Employment Verification Status: Employment Authorized

E-Verify Case Number: 2024355124916EK

2) Form I-9 Data Verification:

The I-9 form is returned by E-Verify into the managers Workday task box due to incorrect information.

- Select Task "Complete Form I-9"
- Access "Form I-9 Data Verification"
- Correction process varies:
 - **Section 1:** Managers cannot make corrections; re-route to team member.
 - Team member logs into Workday to make corrections and returns it to the manager.
 - Manager selects Approve after review.
 - **Section 2:** Workday will make the incorrection information editable.
 - Once corrected, re-send to E-Verify for re-verification.

Section 2

Section 2 Data for Review
Review and correct any Section 2 data that is incorrect.

List B
Document Title: U.S. Driver's License
Select Issuing Authority: [dropdown]
Enter Issuing Authority: (empty)
Document Number: [input]

AND

List C
Document Title: Social Security Card
Select Issuing Authority: Social Security Administration
Enter Issuing Authority: (empty)
Document Number: [input]

Section 1 Data for Review
Review the Section 1 data below to determine if it is correct. If any Section 1 data listed below is incorrect, send the form back to the employee to correct.

First Name (Given Name): [input]
Last Name (Family Name): [input]
Date of Birth: [input]
U.S. Social Security Number: [input]

SAMPLE

Track Onboarding Completion

To view the status and see who the onboarding task is assigned use the following process.

View Worker History-

1. From the team member's workday profile, select the **Action** button
2. Select **Worker History > View Worker History** from the dropdown options
 - o Onboarding Tasks (including I-9)
 - o Terminations
 - o Promotions/Demotions
 - o Any pending Approvals

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status
Assign Organizations: Sales Associate	06/23/2025	06/19/2025 04:32:22 PM	06/20/2025	06/19/2025 04:32:22 PM	Successfully Completed
Onboarding for Sales Associate	06/23/2025	06/19/2025 08:08:46 AM	06/20/2025	06/19/2025 04:32:22 PM	Successfully Completed
Legal Name Change: Sales Associate	06/23/2025	06/19/2025 08:08:46 AM		06/19/2025 04:32:22 PM	Successfully Completed
Home Contact Change: Sales Associate	06/23/2025	06/19/2025 08:08:46 AM		06/19/2025 04:32:22 PM	Successfully Completed
Complete Form I-9: Sales Associate	06/23/2025	06/19/2025 04:32:22 PM	06/22/2025		In Progress
Hire: Sales Associate	06/23/2025	06/19/2025 08:08:46 AM	06/22/2025	06/19/2025 08:08:46 AM	Successfully Completed
Propose Compensation Hire: Sales Associate - Sales Associate	06/23/2025	06/19/2025 08:08:46 AM	06/20/2025	06/19/2025 08:08:46 AM	Successfully Completed
Change Emergency Contacts for Onboarding: Sales Associate	06/23/2025	06/19/2025 04:32:22 PM	06/21/2025	06/19/2025 05:14:03 PM	Successfully Completed
Preferred Name Change: Sales Associate	06/23/2025	06/19/2025 08:08:46 AM		06/19/2025 04:32:22 PM	Successfully Completed

REMINDERS

Important Reminders for Onboarding & I-9 Completion

- Timing: **Onboarding, including completion of the I-9, should be done within the team member's first hour or first shift.**
- Their hire date should also be accurately reflected in Workday.
 - o Changes to the hire date, OR any delay in verifying documents should be communicated to onboarding@rallyhouse.com
 - **Accuracy:** It is critical to enter all required and accurate information into the I-9 on the first day of employment to ensure the verification process is completed within the three-day deadline set by the federal government.
 - **Completion:** Once the I-9 is completed in Workday, your portion of the process is finished.

Mis-Match?

A mismatch means the info in E-Verify doesn't match the government records, usually due to typos or data discrepancies. A Workday task will be sent to the managers for correction if a mis-match occurs.

Need Help or Have Questions?

Contact the Onboarding Team at: Onboarding@rallyhouse.com

Support is available to assist as needed.