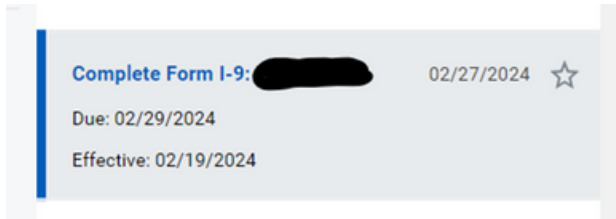


Onboarding: I-9 Verification

Team members must complete the I-9 Verification within 3 days of their start date as part of the onboarding process. The team member will receive a task in onboarding called “Complete Form I-9”. Once the team member has completed their portion the manager will receive a task called “Complete Form I-9”. Follow these steps.

1. From the managers Task List:



2. Once you click into the task, you will see “Review Form I-9” at the top.



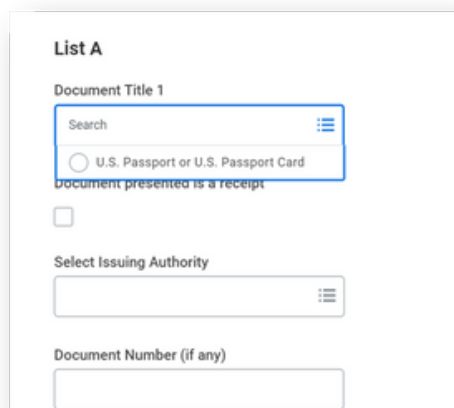
3. The team member **MUST BE PRESENT** to complete this step.

Go through the task with your employee and complete the required sections.

- Section 1 should already be completed but verify that all information populated and appears accurate. If anything needs updated, click “Send Back” and have the employee login to Workday and make the necessary updates.
- Section 2 should be completed by the manager with the employee present and physical documents in hand. Use the information below for completing Section 2.

List A Document will act as both documents:

Document to use is: US Passport or US Passport Card



List A

Document Title 1

Search

U.S. Passport or U.S. Passport Card

document presented is a receipt

Select Issuing Authority

Document Number (if any)

Onboarding: I-9 Verification

Issuing Authority will automatically populate: US Department of the State



Select Issuing Authority

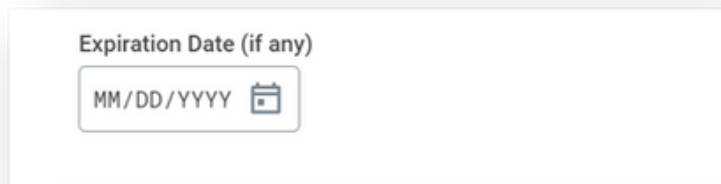
× U.S. Department of State

Document Number will be Passport or Passport Card number




Document Number (if any)

Expiration Date must be entered. *Passports and Passport Cards are good for 10 years

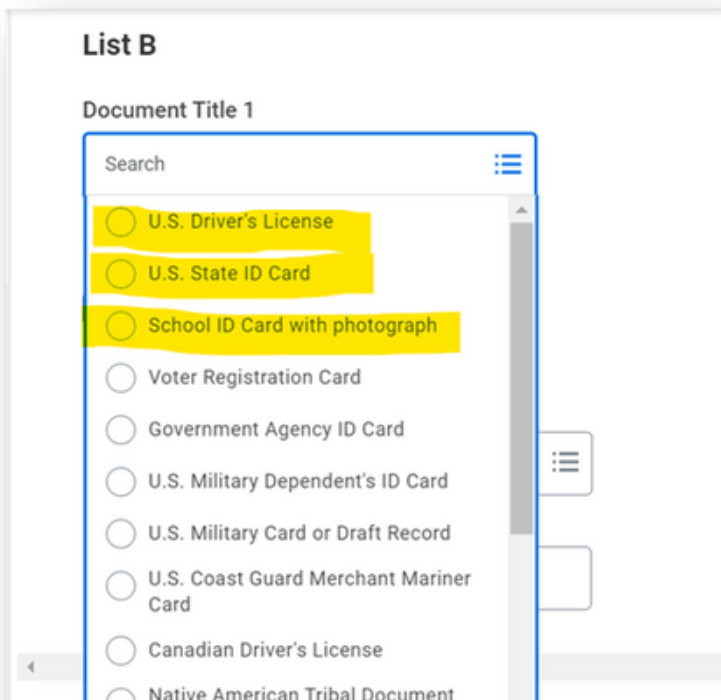


Expiration Date (if any)

MM/DD/YYYY 

If not using a Passport or Passport Card then a pairing from List B and List C will be used:

List B Documents most used are highlighted:



List B

Document Title 1

Search

- U.S. Driver's License
- U.S. State ID Card
- School ID Card with photograph
- Voter Registration Card
- Government Agency ID Card
- U.S. Military Dependent's ID Card
- U.S. Military Card or Draft Record
- U.S. Coast Guard Merchant Mariner Card
- Canadian Driver's License
- Native American Tribal Document



Onboarding: I-9 Verification

SELECT Issuing Authority for Drivers and State ID Cards: This will be the State that issued the document

The form contains two radio button options. The first option, "Select Issuing Authority", is highlighted in yellow and is followed by a dropdown menu. The second option is "Enter Issuing Authority", followed by a text input field.

ENTER Issuing Authority for School ID Cards: This will be the School that issued the document

The form contains two radio button options. The first option is "Select Issuing Authority", followed by a dropdown menu. The second option, "Enter Issuing Authority", is highlighted in yellow and is followed by a text input field.

Drivers License and State Issued ID Cards will have an Expiration Date.
*School IDs will not have an Expiration Date

The input field is titled "Expiration Date (if any)". It contains a text box with the placeholder "MM/DD/YYYY" and a calendar icon to its right.

List C Documents most used are highlighted:

The screenshot shows a "List C" interface with a search bar and a list of document types. The following items are highlighted in yellow: "Social Security Card", "Certified U.S. Birth Certificate", and "ID Card for Use of Resident Citizen in U.S. (Form I-179)". Other items in the list include "Employment authorization document issued by DHS", "Certification of Birth Abroad (Form FS-545)", "Consular Report of Birth Abroad (Form FS-240)", and "Certification of Report of Birth (Form DS-1350)".



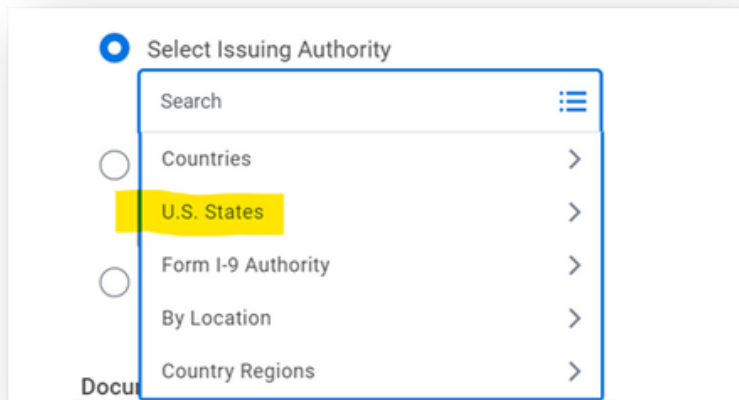
Onboarding: I-9 Verification

Social Security Card: The Issuing Authority auto populates



A screenshot of a dropdown menu titled "Select Issuing Authority". The menu is open, showing a search bar and a list of options. The option "Social Security Administration" is selected and highlighted in a light blue box. There is a close button (X) and a menu icon (three horizontal lines) to the right of the selected option.

Certified U.S. Birth Certificate: Issuing Authority will be the State the birth occurred in



A screenshot of a dropdown menu titled "Select Issuing Authority". The menu is open, showing a search bar and a list of options. The option "U.S. States" is highlighted in a yellow box. Other options include "Countries", "Form I-9 Authority", "By Location", and "Country Regions". There is a close button (X) and a menu icon (three horizontal lines) to the right of the search bar.

For Social Security Card: Document Number will be SSN

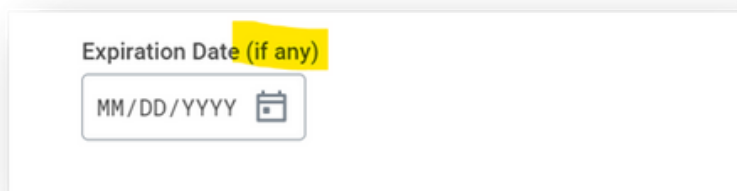
For Certified US Birth Certificate: Document Number will be Birth Certificate Document Number



A screenshot of an input field labeled "Document Number (if any)". The field is empty and has a light gray border.

*Social Security Cards and Birth Certificates do not have Expiration Dates

This field does not have to be filled out if there is no Expiration Date



A screenshot of an input field labeled "Expiration Date (if any)". The field contains the text "MM/DD/YYYY" and a calendar icon. The label "Expiration Date (if any)" is highlighted in a yellow box.

Onboarding: I-9 Verification

If a copy of any Original Document is being used: Check this Box:

Document presented is a receipt

- Once the documents have been entered, type in the first date of employment under the document section. This needs to match the first day they worked a shift.

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 named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy): (See instructions for exemptions)

- Proceed to “Signature of Employer of Authorized Representative”.

- Click “I Agree”
- Enter your title if not pre populated
- Enter Last Name, First Name is not pre populated
- Employer’s Business or Organization Name: Rally House
- Employer's Business or Organization Address: 9750 Quivira Rd Lenexa, KS 66215

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 *

Last Name of Employer or Authorized Representative *

First Name of Employer or Authorized Representative *

Employer's Business or Organization Name *

Employer's Business or Organization Address (Street Number and Name) *

City or Town * State *

ZIP Code *

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

Please note: if I-9’s are not completed within 3 days of hire, you will need to enter and overdue reason at the bottom of the task.
Once the task is completed, click Approve.

