



New Hire Onboarding Checklist:

- Full Legal Name (as appears on government IDs)
- Full Legal Address of Permanent Residence (for tax forms)
- Email Address
- Working Phone Number
- Emergency Contact (name and phone number)
- Direct Deposit: bank name, account number and routing number (plus an attachment of either a void check or some other picture showing both account and routing numbers)
- Form(s) of ID for the I-9 (please see list of acceptable documents on next page)



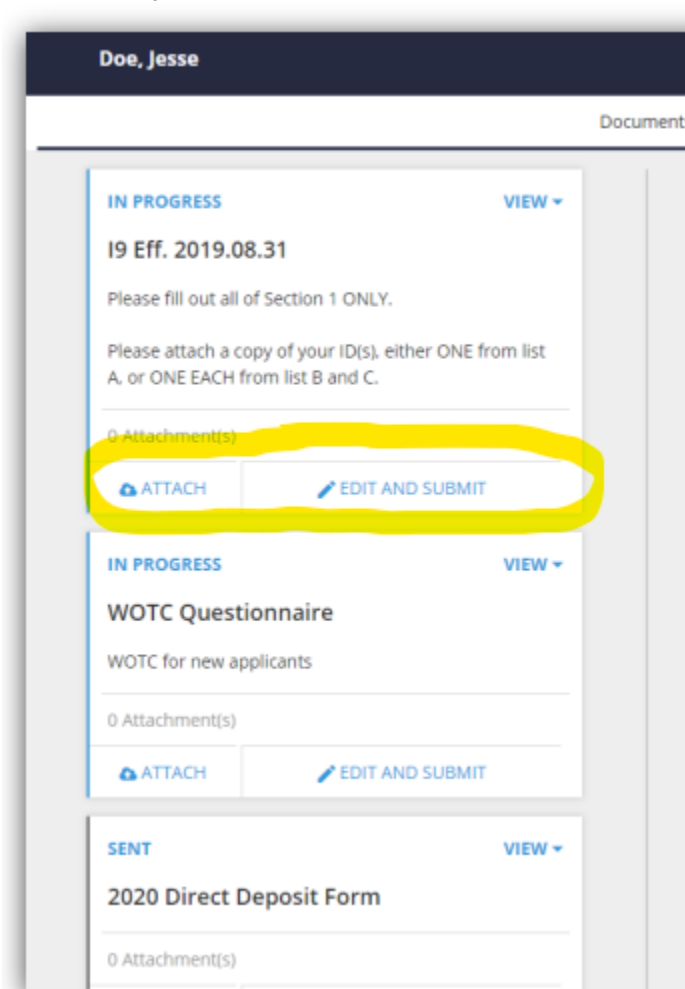
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
	For persons under age 18 who are unable to present a document listed above:			
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

The Midtown Group Onboarding Paperwork Instructions

- 1) Your onboarding documents will all be completed electronically. Please access your portal at <https://themidtowngroup.bbo.bullhornstaffing.com> and log in with your credentials that were sent to you by onboarding@themidtowngroup.com.
- 2) When you first login, you will see a list of documents in blue along the left side of the screen that you will need to complete:



- 3) Choose a document you wish to complete and select **Create and Submit**.
 - o The button will be labeled **Edit and Submit** if the document is in progress.

- 4) **Any required fields will be highlighted in red.** It will not allow you to submit the document unless all highlighted fields are completed.

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)		
Address (Street Number and Name)		Apt. Number	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- 5) Once the document is filled out, select the **Actions** button to open the menu and **submit** your document. You will see these options listed:
- **Clear Data:** Clears all the data you have entered into the form and closes the editor.
 - **Save Data:** Saves the data you entered in the form without submitting it.
 - **Submit:** Submits the form to your administrator for approval.
 - **View PDF:** View a PDF version of the form. Data you have entered will not appear unless you save first.
- 6) Choose **Submit**
- 7) You will receive a popup notification asking you to confirm that you would like to submit the form. (**Note:** This popup will also display your PDF password. Just save this password somewhere. Once your form is approved, you will receive a secured copy of the fully completed document that can only be opened using this password. The same password will pop up for all of your documents.)
- 8) Select **Yes** on the confirmation popup.
- 9) If you missed any required fields, you will receive a notification letting you know which ones are blank. Please make any necessary corrections and resubmit the form.

Please be aware that after you submit a document, it may take 5 seconds before it appears that anything is happening, please just be patient, thank you!

Important Notes for I-9 Submissions:

You cannot attach your IDs once you've already submitted your I-9 form – to avoid this, please find and attach your IDs **FIRST** before filling out the I9.

If you have questions about which IDs will work, page 3 of the I9 form has the full list. You may submit one ID from List A **OR** an ID from list B AND C.

Once you've located and taken clear pictures of the relevant ID(s), click "ATTACH" under the I9 to attach those pictures.

After attaching your ID(s) to the I9, click back into it and fill out all fields highlighted in red in the I-9 document and proceed with submitting the document as described above.

- 10) After you have successfully submitted a document, you will see that the box moves to the right side of the page and will be in the orange submitted status. Once accepted and approved by our onboarding team, the box will change to a green Approved status as seen here:

The screenshot displays a 'Documents' interface with a central vertical arrow labeled 'Completed & Approved' pointing downwards. On the left side, there are two document cards:

- IN PROGRESS** (blue header): 'Simple Form'. It shows '0 Attachment(s)' and buttons for 'ATTACH' and 'EDIT AND SUBMIT'.
- SENT** (blue header): 'Employment Information Form'. It shows '★ Payroll Associate' and '0 Attachment(s)'. It has buttons for 'ATTACH' and 'CREATE AND SUBMIT'.

On the right side, there are two document cards:

- SUBMITTED** (orange header): 'I9 Eff. 2017.07.17'. It contains instructions: 'Please fill out all of Section 1 ONLY. Please attach a copy of your ID(s), either ONE from list A, or ONE EACH from list B and C.' It shows '0 Attachment(s)'.
- APPROVED** (green header): 'Direct Deposit'. It contains instructions: 'Please complete direct deposit form for payroll purposes. If you do not have a banking account please call the office.' It shows '1 Attachment(s)' and the filename 'VOIDED CHECK.JPG'.

Important to note: We cannot set up your timesheets and payroll until **ALL** of your documents are sitting in the **Approved** status along the right side of the screen.

If you have any questions, please reach out to your Transition POC.

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