Human Resources New Hire Document Checklist

Essex Property Trust, Inc.

SUBMIT DOCUMENTS TO HUMAN RESOURCES

Associate Name:

Job Title:

Community/Location:

Community Number:

Manager:

Hire Date:

FULLY COMPLETED/SIGNED DOCUMENT	NHO Coordinator Check if included, or note comments
Offer Approval(Approved by RPM and HR Coordinator in. Employee does NOT sign)	in iCIMS
W-4: Employee Withholding	☐ in Workday
I-9: Employment Eligibility Verification	☐ in Workday
I-9 Back-up documentation (Photocopies must be legible & identifiable)	☐ in Workday
Essex Model Release	☐ in Workday
Employee Payment Election	☐ in Workday
Labor Code Document (CA only)	☐ in iCIMS
Waiver of Second Meal Period Form (Submittal Voluntary)	☐
Associate Orientation Form - Review of Associate Handbook	☐
Associate Handbook Acknowledgment & Agreement	☐ in Workday
Arbitration Agreement (Signed Agreement Condition of Employment)	☐ in Workday
Injury & Illness Prevention Program (IIPP) Acknowledgment (pg. 119)	☐ in Workday
EEO-1 Report Form (Submittal Voluntary)	☐ in Workday
Documents for ONSITE ONLY	
Commission Contract (Signature Pages only)	☐ in Workday
Recording Waiver Form (All Onsite Associates)	☐ in Workday
Job Description Acknowledgement	☐ in Workday
Mold and Mildew Policy (Signature Page only)	☐ in Workday
Floater Acknowledgement (Floater positions only)	☐ in Workday
Application	☐ Coordinator does not collect
Resume	☐ Coordinator does not collect
Offer Letter	☐ Coordinator does not collect
Background Documents	☐ Coordinator does not collect
BROCHURES / HANDOUTS	
Employee Benefit Information Packet (Enroll in 2 weeks eligible 30 days)	☐
401(k) Summary Sheet	☐
Medical Provider Network Implementation Notice (CA only)	☐ in Workday
Benefits/Vitality Flyer Registration	☐
Workplace Harrassment Training Memo	☐ in Workday
Paid Family Leave (CA only)	☐
Referral Bonus Policy Memo	☐ in Workday
Sexual Harassment Brochure	☐
Payroll/ Holiday Schedule	☐ in Workday
Essex New Hire Reference Sheet	☐ in Workday
HR Contact List	☐ in Workday
Workers' Compensation Brochure (CA & OR only)	☐ in Workday
Disability Insurance Brochure (CA only)	☐
Physician Pre-Designation Form (CA only - Submittal Voluntary / Part of Work Comp Brochure)	☐ in Workday
New Hire Feedback Flyer	☐ at Orientation
Take New Hire Photo	☐ at Orientation

Signature of NHO Coordinator Date

V 5.2019