



Welcome to LFA

We are excited for you to join our team! Please complete the checklist of items as part of your employment.

- Set up your [ADP account](#) and complete your personal and tax information, as well as direct deposit. You should have received an email from ADP to follow a link for new LFA users.
- Please review and sign your letter of appointment sent via email from Adobe eSign, if you have not done so already. Please contact me if you have not received the email, or check your spam folder.
- Prior to or on your first day of employment, LFA requires that employees provide identification required for proper I-9 documentation. This may include either a US Passport or both your drivers license and social security card, but you may refer to this full list of [acceptable documents](#).
- Please provide a copy of your driver's license in order to be eligible to drive school vehicles.
- All new hires must have fingerprints taken at LFA by our Campus Safety Manager, Norm Sydnor. He can be reached at nsydnor@lfanet.org to schedule an appointment.
- Create an account on [Crisis Go](#) for LFA's emergency communications and anonymous tip line. Download the Crisis Go app on your mobile device and enter your login information.
- Sign the [IL DCFS Mandated Reporter Acknowledgement Form](#)
- Complete IL's [DCFS online training](#) and send a pdf of your certificate of completion
- Complete [SafeSchools Vector Training](#) online courses. You will receive an email from Vector Training with your login information for access. If you have not received it, please let us know.
- Review the [Employee Handbook](#) and sign the acknowledgement and receipt on the last page.
- Complete a [Vehicle registration form](#)
- Full-time new hires are required to complete a [Certification of Health](#) by a doctor. You can send it to your physician to complete electronically if you have had a physical in the past year. Otherwise, you may visit the [Lake Forest Acute Care Center](#). Once completed please return the completed form to Human Resources.

Benefits Checklist:

- View LFA's updated [benefits enrollment guide and summary](#)
- Enroll in benefits through [ADP](#)
- If enrolling in a PPO medical plan (not applicable for HMOs), set up your Health Savings Account online with [HR Pro](#). Choose "Get Started" to set up a new account (just in case you need it, our company code is BAI-LFAHSA).
 - If you would like to contribute your own pre-tax dollars through payroll deductions, please complete this [HSA payroll deduction form](#) and return to HR.
- Set up your 403b online account by following the email from [Principal Financial](#). If you have not received it, please let us know. You may also complete this [403b payroll deduction form](#).