Welcome Aboard!
New Hire Checklist
BENEFITS ADMINISTRATION

Congratulations on your new job with LAUSD! Eligible employees may participate in District-sponsored benefits. Below you will find information to help you get started and make informed choices about your benefits.

HEALTH BENEFITS - For medical, dental, and vision plans, refer to the Employee Benefits Guide chart

Employees must remain in paid status, except for protected unpaid leaves, to maintain District-sponsored benefits. For information on employee and dependent eligibility requirements, please review the Employees – Health Benefits Eligibility page. The specific enrollment form you need to complete depends on your classification. To find out which form you should fill out, please visit the Employees – Health Benefits Enrollment page. Benefits will become effective the first day of the following month after we receive your Health Benefits Enrollment form and necessary verification.

☐ To enroll, fill out an enrollment **Health Benefits Enrollment Form** located on the Forms/Publications page.
- For dependents, attach verification documents such as a registered marriage certificate, birth certificate, etc.
- If opting out of medical benefits, also include a complete HBA4 Medical Opt-Out/Cash-Back Attestation.

FLEXIBLE SPENDING ACCOUNTS (FSA)

FSAs are voluntary plans that enable active employees to save money by paying for certain healthcare and dependent care expenses using pre-tax dollars. Your contribution will be automatically deducted from your payroll on each paycheck. The District offers Health Care FSA and Dependent Care FSA. You may enroll in one or both accounts within 30 days of your hire date. For details on which account is best for your needs, please review the Employees – Flexible Spending Accounts page.

☐ To enroll, fill out HB6 Flexible Spending Account Enrollment Form.

DEFERRED COMPENSATION PLANS

The District offers both traditional and Roth options for 457(b) and 403(b) retirement savings plans. These are voluntary retirement savings plans to help supplement retirement income. Contributions to any of these plans are made through automatic payroll deductions. The District does not match contributions. For information, please visit the Employees – Deferred Compensation Plans page.

☐ To enroll in 457(b), complete a Voya - 457(b) Enrollment Form or enroll at https://www.lausd457benroll.com/.

☐ To enroll in 403(b). Please note deductions begin the following month after the process below is completed:
- select one investment provider from the District's Investment Provider List.
- call to open an account with the investment provider.
- create an account with TSACG to get your contributions started.

LIFE INSURANCE

All eligible active employees automatically receive $20,000 basic life insurance coverage. However, eligible new employees have 60 days from the hire date to enroll in optional life insurance without health questions. Life insurance provides financial security for your loved ones when they need it most. For more information, please visit the Employees – Life Insurance page.

☐ To enroll, complete a Securian - Optional Life Insurance Enrollment Form or enroll at www.lifebenefits.com.

☐ To select beneficiaries, complete the Securian - Beneficiary Designation Form.

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Have Questions?

Contact Benefits Administration
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https://benefits.lausd.org