Scholar Services

Vicki Pratt, Scholars and Staff Services Supervisor

Erica Escobar, Faculty and Postdoctoral Scholar Specialist  
Contact for BBE & GPS

Martha Espinosa, Faculty and Postdoctoral Scholar Specialist  
Contact for EAS & HSS

Cassandra Juarez, Faculty and Postdoctoral Scholar Specialist  
Contact for PMA & CCE

You may hear from us for:

- Reappointment
- Title Change/ Promotion
- Salary Change
- Leaves of Absence

How can we help you...

- Verification of Employment Letter
- General questions
Make the best

Open Enrollment – Take ACTION!

2024 Open Enrollment Information

October 10 – November 1, 2023

Your Action Plan

Learn more about your 2024 benefits. Scan the QR code or visit https://caltech.edu/open-enrollment (Campus) or https://pul.neu.gov/benefits/ open-enrollment-one-stop-shop (UPL) to learn about your Institute benefits and upcoming Open Enrollment events.

Submit your 2024 elections between October 10 and November 1. Important: If you add new dependents during Open Enrollment, you must submit supporting documentation, such as a marriage certificate or birth certificate to support your dependents' eligibility and relationship to you. If you do not upload the required documentation during Open Enrollment, your new dependent(s) will not be covered under the Institute plans in 2024.

Sample Benefits Office
To enroll, go to MyBenefits@caltech.edu or click on MyBenefits in access.caltech.edu.
Questions? Send an email to benefits@caltech.edu or call (718) 355-5443.

UPL Benefits Office
Go to UPL Space and select workshop.
Questions? Submit an Ask ME inquiry at personnel@pul.neu.gov/portal or call 718-355-4447.

Certify your current dependent(s) during Open Enrollment. Each year you must certify your current dependent(s) are still eligible for coverage under the Institute plans. If you don’t take action, their medical, dental, and/or vision coverage will end on December 31, 2023.

Re-enroll in your Health Flexible Spending Account (HSA), Dependent Day Care Flexible Spending Account (DCFSA), and/or Health Savings Account (HSA) for 2024. If you wish to participate in the HSA and/or DCFSA plan(s) in 2024, you must make new selections during Open Enrollment or enroll within 35 days of a Qualified Life Event (QLE). If you do not re-enroll in the HSA and/or DCFSA by November 1, your participation in these accounts will end on December 31, 2023.

Review and update your beneficiary information for:
- Life insurance and Personal Accident Insurance (PAI) in MyBenefits (Campus) or Workday (UPL).
- Retirement plans on the VBA website, which can be accessed through MyBenefits (Campus) or Workday (UPL).
HR Caltech Events

Science of Benefits: Longevity Fitness and Thriving in Retirement

*October 25, 2023 (Online Event) 12:00 pm*

How a Longer Lifespan Affects Retirement Planning

Science of Benefits: Announcing TIAA's office hours on campus

*Every second Tuesday of the month from 9:00 am to 4:00 pm*

Do you have a quick question about your Caltech Retirement Plans? Come in during TIAA office hours, every second Tuesday of the month, from 9 a.m. to 4 p.m. We are proud to present a new service provided by TIAA for Caltech campus employees. A TIAA financial consultant will be available in the HR Building. TIAA will be available to assist with quick and simple questions, on the spot. If you have other questions about your Caltech retirement plans that may require a meeting, the consultant will help set it up or you can contact TIAA at 800-842-2252.