

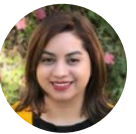
# Scholar Services

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

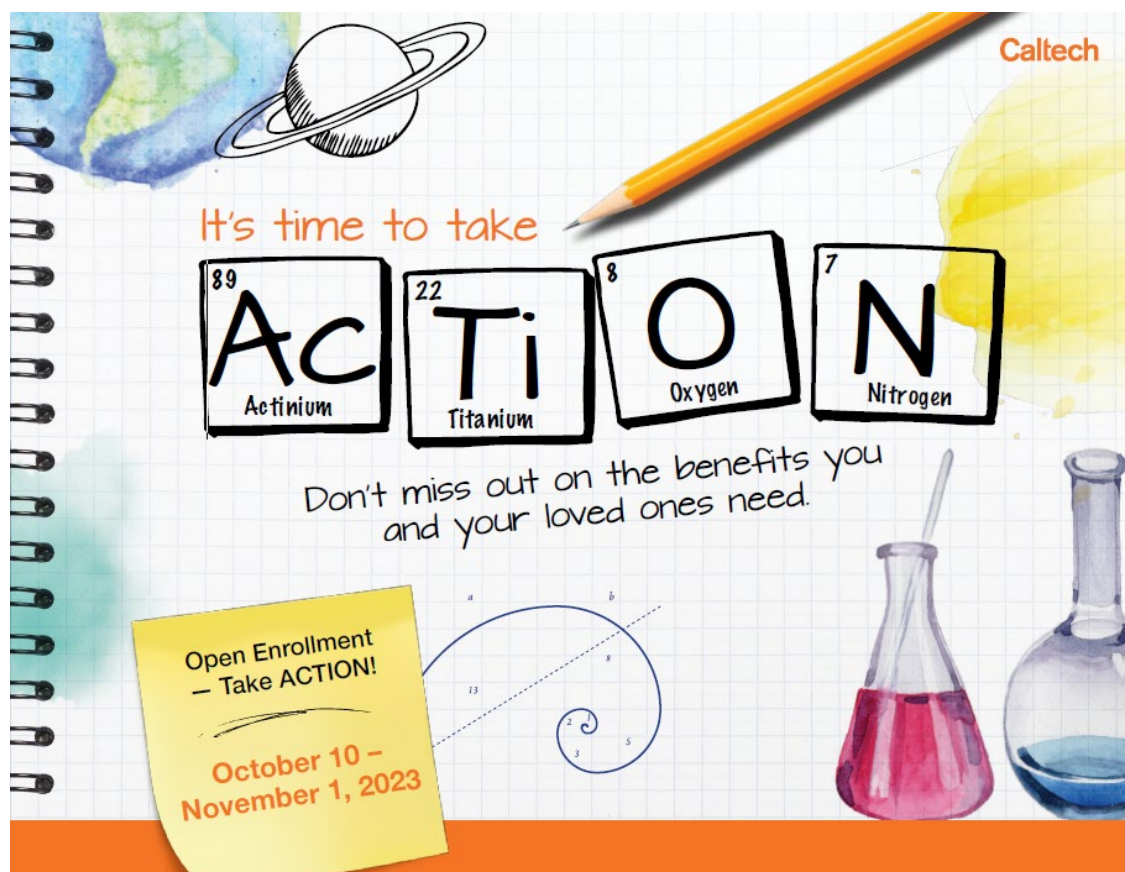


Make the best

2024 Open Enrollment Information

Open Enrollment - Take ACTION!  
October 10 - November 1, 2023

Periodic table elements shown: Carbon (C), Holmium (Ho), Iodine (I), Cerium (Ce), Sulfur (S).



Caltech

It's time to take

Don't miss out on the benefits you and your loved ones need.

Open Enrollment - Take ACTION!  
October 10 - November 1, 2023

Periodic table elements shown: Actinium (Ac), Titanium (Ti), Oxygen (O), Nitrogen (N).

# Your Action Plan

## 1 Learn more about your 2024 benefits.

Scan the QR code or visit [hr.caltech.edu/open-enrollment](https://hr.caltech.edu/open-enrollment) (Campus) or [hr.jpl.nasa.gov/benefits-open-enrollment-one-stop-shop/](https://hr.jpl.nasa.gov/benefits-open-enrollment-one-stop-shop/) (JPL) to learn about your Institute benefits and upcoming Open Enrollment events.



## 2 Submit your 2024 elections between October 10 and November 1.

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

### Campus Benefits Office

To enroll, go to [MyBenefits.caltech.edu](https://mybenefits.caltech.edu) or click on MyBenefits in [access.caltech.edu](https://access.caltech.edu).

### Questions?

Send an email to [hrbenefits@caltech.edu](mailto:hrbenefits@caltech.edu) or call (626) 395-8443.

### JPL Benefits Office

Go to [JPL Space](#) and select [workday](#)

### Questions?

Submit an AskHR inquiry at [servicenow.jpl.nasa.gov/hrportal](https://servicenow.jpl.nasa.gov/hrportal) or call (818) 354-4447.

## 3 Certify your current dependents 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.

## 4 Re-enroll in your Health Flexible Spending Account (HFSA), Dependent Day Care Flexible Spending Account (DCFSA), and/or Health Savings Account (HSA) for 2024.

If you wish to participate in the HFSA and/or DCFSA plan(s) in 2024, you must make new election(s) during Open Enrollment or within 31 days of a Qualified Life Event (QLE). If you do not re-enroll in the HFSA and/or DCFSA by November 1, your participation in these accounts will end on December 31, 2023.

- If you wish to participate in the HSA, and are eligible to do so, you can make HSA contribution elections during Open Enrollment or anytime via MyBenefits (Campus) or Workday (JPL).

## 5 Review and update your beneficiary information for:

- Life insurance and Personal Accident Insurance (PAI) in MyBenefits (Campus) or Workday (JPL).
- Retirement plan(s) on the TIAA website, which can be accessed through MyBenefits (Campus) or Workday (JPL).

# 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.