

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**

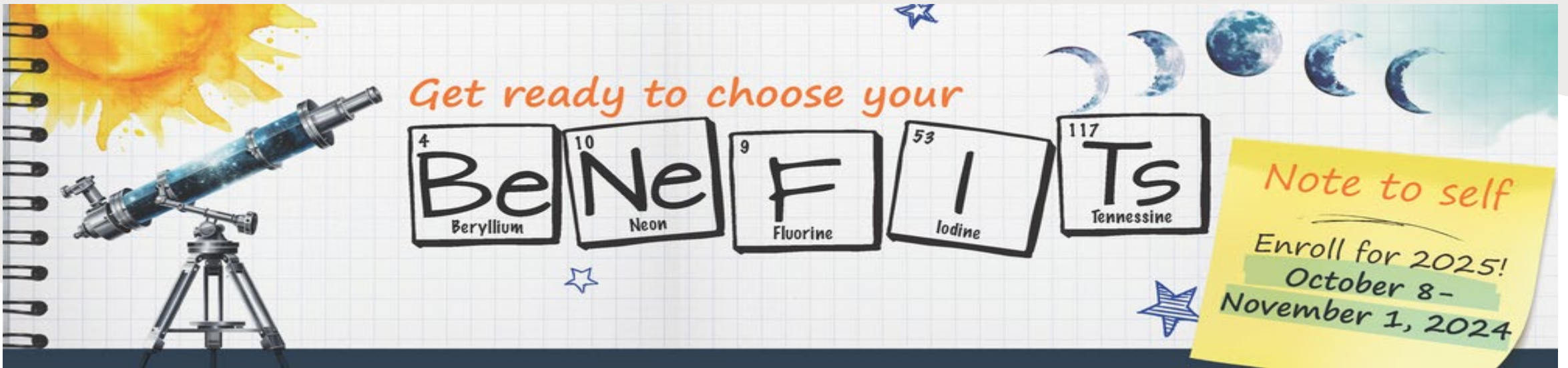
**You may hear from us for:**

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

**How can we help you...**

- Verification of Employment Letter
- General questions

# Scholar Services



## Faculty, Staff, Postdoctoral Scholars: October 8 – November 1

It's time to review your current benefit options and make sure you have the best coverage for you and your family. Make any updates to your coverage by November 1. These updates will take effect on January 1, 2025.

Take action - just follow these steps to enroll:

1. Learn more about your 2025 benefits.
2. Certify your current dependents during Open Enrollment.
3. Re-enroll in your Health Flexible Spending Account (HFSA), Dependent Day Care Flexible Spending Account (DCFSA), and/or Health Savings Account (HSA) for 2025.
4. Review and update your beneficiary information for your life insurance and retirement plans.