



Newsletter for New Graduate Students Department of Mathematics

Late Summer 2020

Establish a checking account (if you don't already have a checking account at a U.S. bank or if you plan to change banks). Direct deposit of your payroll is required for all U.K. employees. You will need to know your routing and account numbers so you can complete the online direct deposit information as soon as you are in the UK Payroll system.

Parking Information. As a TA you qualify for the E Employee parking permit for your vehicle. Transportation Services should receive your assignment in their system mid August. To help you get around campus until your assignment shows in the system, you may get a temporary or single day permit. Pick up the permit at the main transportation office, located at [721 Press Avenue](#) (check their website for hours). The annual cost of an employee parking pass is \$480. <https://www.uky.edu/transportation/park/employeepermits/intermediate>

You may also choose to walk, ride the bus, or bike! Check out the website for options. <https://www.uky.edu/transportation/>

Sign your TA contract (GSAS). You will receive an email from "Batch User" sometime in the next few weeks. This is not spam or a phishing scam - it is legitimate. You will need to open the email and follow the directions in order for your tuition scholarship to be posted in the Graduate School's database. Below is a sample of the email you will receive:

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-----Original Message-----

From: Batch User <wfbatch@email.uky.edu>

Date: Fri, Jul 20, 2018 at 10:22 AM

Subject: Notice of Graduate School Appointment

To: grad.student@uky.edu

The Graduate School at the University of Kentucky is pleased to inform you that you have been selected as a Graduate Assistant (Teaching Assistant, Research Assistant, Service Graduate Assistant), in support of your graduate studies. Congratulations! This financial support package demonstrates our faith in your future success, as a UK graduate student. We are impressed with your achievements thus far, and we look forward to working with you as both a student and a graduate assistant during the coming year.

Your hiring department has forwarded your name to us, as well as your contract for the assistantship. The next step is for you to confirm your acceptance of the assistantship, following the instructions below:

Copy and paste the following link into your browser and execute.

https://na01.safelinks.protection.outlook.com/?url=HTTP%3A%2F%2FGO.UKY.EDU%2FGSAS_PRD

&data=02%7C01%7Cgrad.student%40uky.edu%7Ca4769366198f4c1cb17d08d5ee4c97a4%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C636676935102992103&sdata=yEbD3KpTK93q OylHI2YFnfAoNs%2F7XILVrZiTfzbnUu8%3D&reserved=0

The link above will take you to a UK portal page and you will need to login if you have not already done so.

You should then paste this number XXXXXXXXXXXX into the field requested on the portal screen and press the Continue button. Please review the next page carefully, to ensure that the information submitted for the assistantship is correct. Then, please register your agreement to the terms outlined in the contract by selecting the appropriate decision button.

By accepting this scholarship you agree that you will not seek additional employment, on or off campus, without prior consultation with your Director of Graduate Studies, and approval from the Graduate School.

If you have questions about the terms of the contract please contact your program's Director of Graduate Studies, the hiring department or GSAS@email.uky.edu.

Please do not reply to this email, as this is an auto-generated message and not a monitored account. Instead, use one of the contacts listed above, and we will be glad to assist you.

If you have technical questions, please contact the UKIT Service Desk at 859-218-HELP (859-218-4357) or helpdesk@uky.edu.

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UK Wildcard Student ID Card. You may obtain your UK Student ID card in the Student Center, room A380. The cost is \$17.00.

Additional Fees. The Student Health fee (currently \$160.00 per semester) and the Johnson Center recreation fee (currently \$80.00) are **mandatory** for all full-time students. These fees are not covered by your tuition scholarship.

Should you choose to take a non-math class which has a course or program fee, you will be required to pay that fee. International Students may have additional fees.

Tuition Bills. Your tuition and fees bill will be emailed to you after you register for classes. It is possible/likely for you to be charged for tuition even though you will be receiving a tuition scholarship. Don't panic! There can be a lag between your registration and the posting of your scholarship. If you receive a second notice, see Rejeana Cassady for assistance in resolving this matter.

Payroll Procedures

In order to be added to the University of Kentucky payroll, you must first be hired as an employee. Following is a brief outline of this process (If these steps change due to COVID related procedures, I will let you know):

1. Instructions will be sent to you later this summer by the College of Arts and Sciences Payroll Office.
2. The University's Human Resources Office will contact you for your permission to initiate a background check (if you are a U.S. citizen). You cannot obtain your I-9 (Employment Eligibility Verification Form) and be placed on payroll until you have given your permission.

3. Go to the Employment Office in Scovell Hall and obtain your I-9. Directions to Scovell Hall <http://www.uky.edu/hr/new-employees/directions-parking>
4. You must present two forms of identification to verify your eligibility for employment. Acceptable forms of ID are listed on UK's Human Resources website at: <http://www.uky.edu/hr/new-employees/i-9-form-documentation-requirements>
5. Go to the Arts & Sciences Payroll Office, 361 Jacobs Science Building (JSB) and fill out your payroll and tax forms. Be sure to take the I-9 form you obtained at the Employment Office.
6. Paychecks are issued every two weeks on Friday. You will receive your first paycheck on August 21 if your payroll forms are completed in a timely manner. The Arts & Sciences Payroll Office will be sending you information later this summer about procedures and deadlines.
 - ❖ International Students will need to obtain a Social Security Number (SSN) in order to work in the United States.

Health Plan coverage begins **August 15, 2020**. <https://gradschool.uky.edu/health-plan>

Teaching Assignments are made by the Director of Service Courses in consultation with the Director of Graduate Studies and the Director of Undergraduate Studies. Most new Teaching Assistants will be assigned to lead a recitation for some form of calculus (on Tuesdays and Thursdays). You should have already received your fall assignment.

Math Department Staff

- **Ms. Rejeana Cassady** is the Academic Administration Associate and works with the graduate and undergraduate directors.
POT 731, 859-257-6808
- **Dr. Alberto Corso** is the Director of Undergraduate Studies
POT 701, 859-257-3167
- **Dr. Ben Braun** is the Director of Graduate Studies
POT 831, 859-257-6810
- **Dr. Amber Holmes** is the TA Professional Development Coordinator
POT 827, 859-257-6812
- **Ms. Christine Levitt** is the Department Manager. She is the senior staff member and works with the Department Chair.
POT 719, 859-257-6794
- **Dr. Uwe Nagel** is the Department Chair
POT 723, 859-257-3470
- **Dr. erica Whitaker** is the Director of Service Courses and handles the class scheduling and TA teaching assignments.
POT 741, 859-257-6792

Important August Dates:

- **August 3, 4, 5** (Monday through Wednesday) – **Optional Early Orientation** recommended for all new graduate students. A schedule will be posted and emailed soon. Check out the math webpage for Incoming Students math.as.uky.edu

This orientation will be a combination of Zoom and in-person activities, led by Dr. Ben Braun

- **August 3** (Tuesday) – **New International TA Orientation** – This orientation is for all new TAs who are classified as international and are new to the higher-education classroom in the United States. Check Canvas for information on mandatory online modules.
- **August 6 & 7** (Thursday and Friday) 9:00 a.m. to 10:30 a.m. Thursday and 9:00 a.m. – 11:30 a.m. on Friday – **New TA Orientation (REQUIRED)** – All newly appointed domestic and international TAs are required to complete the two-day orientation as part of their employment contract. All modules will be available in Canvas and Zoom. The orientation includes small-group sessions on modes of teaching as well as plenary sessions on institutional policies and campus resources. You may want to check out other resources offered by the Graduate School <https://gradschool.uky.edu/student-resources-0>.
- **August 10 & 11** (Monday and Tuesday) – **Math Department Orientation and Advising (REQUIRED)** for all new incoming Math graduate students). This orientation will be via Zoom, and schedule of events will be emailed to you in advance and will also be available on the department's website in early August math.as.uky.edu.

Register for classes. You will be able to register for classes during orientation week **after** your advising session with the Professor Braun. Classes start on Monday, August 17. The normal load for your first semester is three graduate courses (9 credit hours) plus MA 601 (1 credit hour). The following two courses are recommended for most entering students:

- MA 565 – Linear Algebra
- MA 575 – Principles of Analysis

All new Teaching Assistants are required to take a one credit-hour TA training course:

- MA 601 – Teaching College Math (for new TAs)

- **August 10** (Monday) **International TA Language Screenings** by prearranged appointments – All Teaching Assistants whose native or primary language is not English are required to participate in language screenings.
- **August 13** (Thursday) – Back to School Course meetings. **All TAs are required to attend.** The schedule will be emailed to all TAs in advance by the Director of Undergraduate Studies, Dr. Alberto Corso. Please reserve this day for meetings!
- **August 17** (Monday) – First day of classes.

See you in August!