


Some Procedures in the Department of Mathematics Academic Year 2023-24

Coffee and Tea: Coffee and tea are provided to by the Graduate Student Council (GSC). Please consider a donation of 25¢ per cup to help support their work. Lexington Coffee & Tea provides our service every two weeks. Drink responsibly.

Computer support: Obtain support from the HIVE by visiting <https://resources.as.uky.edu/hive>. All computer related help must go through the HIVE. HIVE support request form found here: <https://resources.as.uky.edu/hive-forms>. Several help tutorials can be found here: <https://resources.as.uky.edu/tutorials>

Concur Reports: Concur reports must be submitted no later than 60 days following travel or traveler will be taxed. See more information under **Travel**.

Conference rooms: the Department has only two meeting rooms available: POT 745 and POT 715. These rooms are extremely popular. To use both rooms efficiently, we will follow the following principles:

- Priority is given to group activities, including regularly scheduled group meetings such as faculty meetings, research seminars and committee meetings.
- Regular group meetings should take place primarily in POT 745 to leave POT 715 available as a general study space as much as possible.
- Grading activities have priority for using POT 745 and POT 715 during exam weeks.
- Every faculty member and graduate student of the Department of Mathematics my reserve POT 745 and POT 715. Reservations are to be made using the corresponding online booking calendar. See “Reserving Conference Rooms” for details.
- The Department Manager, Rejeana Cassady, will serve as moderator if booking conflicts occur.
- We have online calendars to reserve conference rooms. Calendar names are:
 - Room, Patterson Office Tower 745
 - Room, Patterson Office Tower 715
 - To access the calendars with **Outlook**
 - Click the calendar icon in the bottom left corner of the window. 
 - Right click on my calendars
 - Select “Add Calendar,” further select “From Room List”
 - Add Calendar from Room List...
 - Search: “Room, Patterson Office Tower 745”, double click on it and click add at the bottom
 - Search: “Room, Patterson Office Tower 715”, double click on it and click add at the bottom
 - To make a room reservation, double click the day. Use your name and purpose for using the conference room as event title.
 - To access calendars with **Office 365**:
 - <https://www.uky.edu/see/linkblue>
 - Click the outlook icon and then click on the calendar icon on the left side of the screen.
 - For first time use only:
 - Click add calendar
 - Select “Add from directory”
 - Search: “Room, Patterson Office Tower 745”, click it and add it
 - Search: “Room, Patterson Office Tower 715”, click it and add it





Department Calendar: The main record of departmental events is at <https://math.as.uky.edu/calendar>. You may request permission to edit the calendar by contacting Rejeana Cassady. When scheduling events, check this calendar to reduce the possibility of conflicts.

Department number: The Math department number is *8E080*. Occasionally you will be asked for this when filling in forms.

Duplicating: DO NOT send print jobs to Ricoh for anything except teaching! For large duplication jobs, over 100 pages, send the job to the Ricoh Document Service Center in the basement of the Whitehall Classroom Building. When sending requests, copy Rejeana and **include the course number**, or other information about what you are making copies for, this way we will know where to charge it. If you receive an invoice, give it to Rejeana to manage the billing.

To submit a request:

1. Go to uky.edu/dsc/
2. Select Submit a Job
3. Open and fill out Ricoh DSC Request Form and save as a PDF. For delivery, department, and payment information fill out the request form as show below.

		DOCUMENT SERVICE CENTER REQUEST FORM	
Ticket #		[] - [] - [] - []	
Today's Date:	[] [] [] [] 	Due Date:	[] [] [] [] 
Today's Time:	[] [] [] [] [] []	Due Time:	[] [] [] [] [] []
Requested By:	Your Name - Course Number	Delivery Address:	719 POT
Department:	Mathematics	ProCard Name:	Rejeana Cassady
Telephone #:	7-6794	Payment Type:	ProCard 

4. Attach pdf of file to print and DSC Request form to email to ukdscwhitehall@uky.edu and copy Rejeana. **Include your course number and section in the subject line.**

Grants (Faculty): Work with the College Grants Officer (CGO), Melissa Cowan, to prepare proposals and they with work with the Office of Sponsored Project Administration (OSPA) to certify that the grant is ready for submission. The current grant officer can be reached through the A&S Business Center.

<https://resources.as.uky.edu/grants-team>.

See <https://www.research.uky.edu/office-sponsored-projects-administration> for all things grant related.

NSF proposals are usually submitted through <https://www.fastlane.nsf.gov/>

For those submitting grant proposals, remember OSPA requires receipt of BOTH a fully approved Internal Approval Form (IAF) AND complete and final proposal at least 3 business days prior to the sponsor's deadline.

For College Grants Officers (CGO) to help you comply with the OSPA 3-day deadline, the final version of your proposal including all attachments must be released to the A&S CGO for review 5 business days before the agency deadline. To meet the College deadline, it is important to begin work with the CGOs at least 3-6 weeks prior to the agency deadline (see below for specific advice). If you are a co-PI on a project for which the PI is in another college, please be aware that you must adhere to the internal deadline specified by the PI's college.

Remember that OSPA and the VPS's rationale for the 3-day deadline is to allow time for OSPA RAs to work with PIs and CGOs to correct errors that may cause proposals to be rejected or that are out of compliance if funded. OSPA will not guarantee proposals will be submitted if the proposal and IAF do not meet the 3-day deadline. OSPA will review/submit proposals that meet the 3-day deadline before they will review/submit proposals that do not meet the deadline (i.e., an imminent deadline will not earn priority).

One important deadline is to get the Internal Approval Form (eIAF) routed well before the proposal is submitted. Begin by visiting (myuk.uky.edu>Enterprise Services>Workflow Items>OSPA eIAF Form). The eIAF needs to be filled and routed through all approvals 3 business days before submission. Delays can block submission in programs with hard deadlines. Please notify a CGO 3-6 weeks in advance of submission and then try to complete the business part of the proposal 10 days before submission.

Suggestions for grant budgets:

- Our TAs earn on average \$20,142 for 40 weeks and various supplements are available. It is suggested that a minimum summer stipend for 8-weeks is \$4,400 and a range of \$4,400-\$6,600 if more funds can be obtained. Please include at least summer support for graduate students in your budget.
- Include all grant-related travel included travel for students in the budget.
- If computer equipment beyond a standard desktop machine is needed it should be included in the grant. Note that the department does not buy laptops for faculty.
- Software should be included in the proposal.
- Undergraduate student workers earn \$13.00/hour in the Mathskellar. The same rate is suggested for grant support work.

How to use VPN/Remote desktop: <https://www.as.uky.edu/tutorial-tags/remote-access>.

Kitchen/Coffee Room: This room is open at 8am and locked at 5pm. If you use the microwave, please make sure you clean up any food that spills or splatters. If you use the fridge, please toss out any uneaten food so there are no science experiments growing at the end of the semester. Help us keep the space clean so we don't have a pest problem. Thank you!

Math Department Listservs:

- mathdept@lsv.uky.edu – this list includes emeriti faculty, the math faculty, and math grad lists.
- mathfaculty@lsv.uky.edu – this list includes all faculty, visiting lecturers, part time instructors, and post docs
- mathvoting@lsv.uky.edu – this list includes only the tenure stream faculty and lecturers
- mathgrad@lsv.uky.edu – this list includes graduate students

MATLAB: To download MATLAB go to <https://www.uky.edu/linkblue/>. Select software downloads in the side menu. You will need your LinkBlue id and password to access software downloads.

Printing to Math Copiers: Everyone is encouraged to be mindful of paper usage and continue using ways to save paper.

Please send teaching related copy jobs of at least 100 pages or color printing to Ricoh Document Service Center in the basement of POT. See "Duplicating" for details to submit these requests.

Your UK ID Card is required to access all printers. First time users will need to authenticate account at the copier using their linkblue and password. You only need to do this procedure once. Rejeana or KT can assist with this.

Instructions on how to add **RICOH_Secure_Print** can be found at the end of this document. If these instructions do not work on your computer, please submit a HIVE ticket for help: <https://resources.as.uky.edu/hive-forms>.

Purchase Requests (Faculty): Before you purchase anything you **must** receive prior approval. Approval is requested and granted via the A&S Business Center triage ticket system <https://resources.as.uky.edu/business-center>. Please see Rejeana or KT if you need help submitting a ticket.

When you need to order books, computers, or things related to your work with a grant or startup funds, send KT Griffis an email with a link to the item you want, or a brief description of what you want ordered. Include an account number or name of the account for billing.

For faculty who have a University ProCard, please take advantage of the KY sales tax exemption of UK, which is recognized in many states, see <https://purchasing.uky.edu/sites/default/files/2021-01/statestaxexempt.pdf>. To save the sales tax on ProCard purchases you must know the sales tax-exempt number of UK: A00276.

Staff: There are two department managers who can assist.

KT Griffis (office 731) supports faculty with travel, purchases, conferences/lectures/visitors, faculty recruitment, or tech needs.


Rejeana Cassady (office 719) supports graduate students with travel, processing of degree forms, graduate student recruitment, undergraduate assistance, department office space or supplies.

Supplies and Textbooks: If you need dry erase markers, chalk, erasers...etc. please see Rejeana in 719 POT or KT in 731 POT. If you are looking for a textbook to teach from, you may find many in the cabinets under the windows in 713 POT. Please check them out in the 3-ring binder in the same room. If you cannot find what you are looking for, please see Rejeana.

Syllabi: The Department maintains an online collection of syllabi from past. **Please send your syllabus to KT** every semester. If you create your syllabus as a webpage, please send a link to KT. Contact KT if you need a copy of a past syllabus.

Trash and Recycling: Office trash cans are emptied once a week. Recycling bins in the elevator bays are emptied daily. You may need to empty your office recycling bin into a larger one in the elevator bay. If you have a smelly garbage, especially on a Friday afternoon, please tie it up and put it down the garbage chute. The 7th floor garbage chute is located around the corner from POT 745 and behind the door in the hallway... just before you get to the door leading to the stairwell. (Same location on the 8th & 9th floors.)

Travel (Faculty): Before you do anything, submit a Triage Ticket with details including the date, location, link to conference website, if you are speaking or participating, and what account number will be used.

- College Travel information can be found here:
<https://www.as.uky.edu/sites/default/files/TRAVEL%20New%20Faculty%20Orientation%20Business%20Center.pdf>
- University Travel Policy as of January 2023 can be found here:
<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-5-1.pdf>
- There are numerous rules governing purchase and reimbursement of travel services. Please visit <https://www.uky.edu/ufs/travel-services> for an overview.
- Travel information and Concur Quick Reference Guides can be found  here:
<https://www.uky.edu/ufs/concur-travel-expense-management>
- To access Concur log in at myUK, go to Employee Self Service tab to find the Concur Travel and Expense Management link.
- International flights **must** be purchased on Concur or through a University approved vendor.
<https://www.uky.edu/ufs/uk-travel-vendors#Vendors>
- Employees travelling internationally on University business register at <https://international.uky.edu/IHSS/RegistryFaculty>.
- To request travel funds from the department, fill out a Request for Travel Form and give it to KT, and she will present it to the chair for review before submitting your triage ticket for travel. If your travel is reimbursed by an organization outside UK you may go ahead and arrange your travel plans and bypass the chair's approval. If your travel is funded by your startup funds or grant you may bypass the chair's approval and submit your pre-travel triage ticket.
- Rejeana and KT are available to assist with Concur reports. Math Concur Labs are scheduled once a month in POT 745 for one-on-one support.

Travel (Graduate Students): To request travel funds from the department, fill out a Request for Travel Form and give it to Rejeana, and she will present it to the chair for review. Once approved, Rejeana will let you know that you may submit a triage ticket for travel.

Additional instructions for Graduate Student travel can be found at the end of this document.

Visitors: Notify Rejeana and KT when you will have a visitor. They will make a hotel reservation and handle reimbursements. Remember in April and October while the ponies are running at Keeneland, it may be impossible or more expensive to find hotel rooms.

Web pages: Each faculty member has a web page at [https://math.as.uky.edu/users/\[linkblueid\]](https://math.as.uky.edu/users/[linkblueid]). For faculty members who arrived before linkblue ids, the web directory may have your ms username. On macs, one may mount the shares using the "connect to server..." dialog in the finder and use the paths `\\ad.uky.edu\math` and `\\at.uky.edu\web` and then browse for the subdirectory for your linkblue id (or msusername for web pages of some senior faculty). Web pages may also be reached via the addresses: [http://math.uky.edu/users/\[linkblueid\]](http://math.uky.edu/users/[linkblueid]) and [http://math.uky.edu/~\[linkblueid\]](http://math.uky.edu/~[linkblueid]).

A&S computing prefers the name `math.as.uky.edu` and this is consistent with other departments across the college. However, they have agreed to let us use the name www.math.uky.edu to be consistent with other math departments. When a page with a URL that contains www.math.uky.edu is requested, the web server rewrites the address to the `math.as.uky.edu` form.

Please provide a headshot to add to your directory entry on the department website. If you do not have or would like to update your headshot please schedule a time to have one taken, go.uky.edu/headshots.

Wifi: Directions to connect to eduroam: <https://www.uky.edu/wifihelp/sfs.html>.


Updated August 2023

Comments or corrections should go to Rejeana Cassady or KT Griffis

How to add RICOH_Secure_Print – PC Instructions

- Go to Settings.
- Select Bluetooth & devices.
- Select Printers & Scanners.
- Click Add device button.
- Scroll to near bottom of page and look for option: The printer I want isn't listed, and select Add manually.
- Click the button for Select a shared printer by name.

- Type in printer name: \\slnx.prt.uky.edu\RICOH_Secure_Print
- Click Next...

←  Add Printer

Find a printer by other options

- My printer is a little older. Help me find it.
- Find a printer in the directory, based on location or feature
- Select a shared printer by name

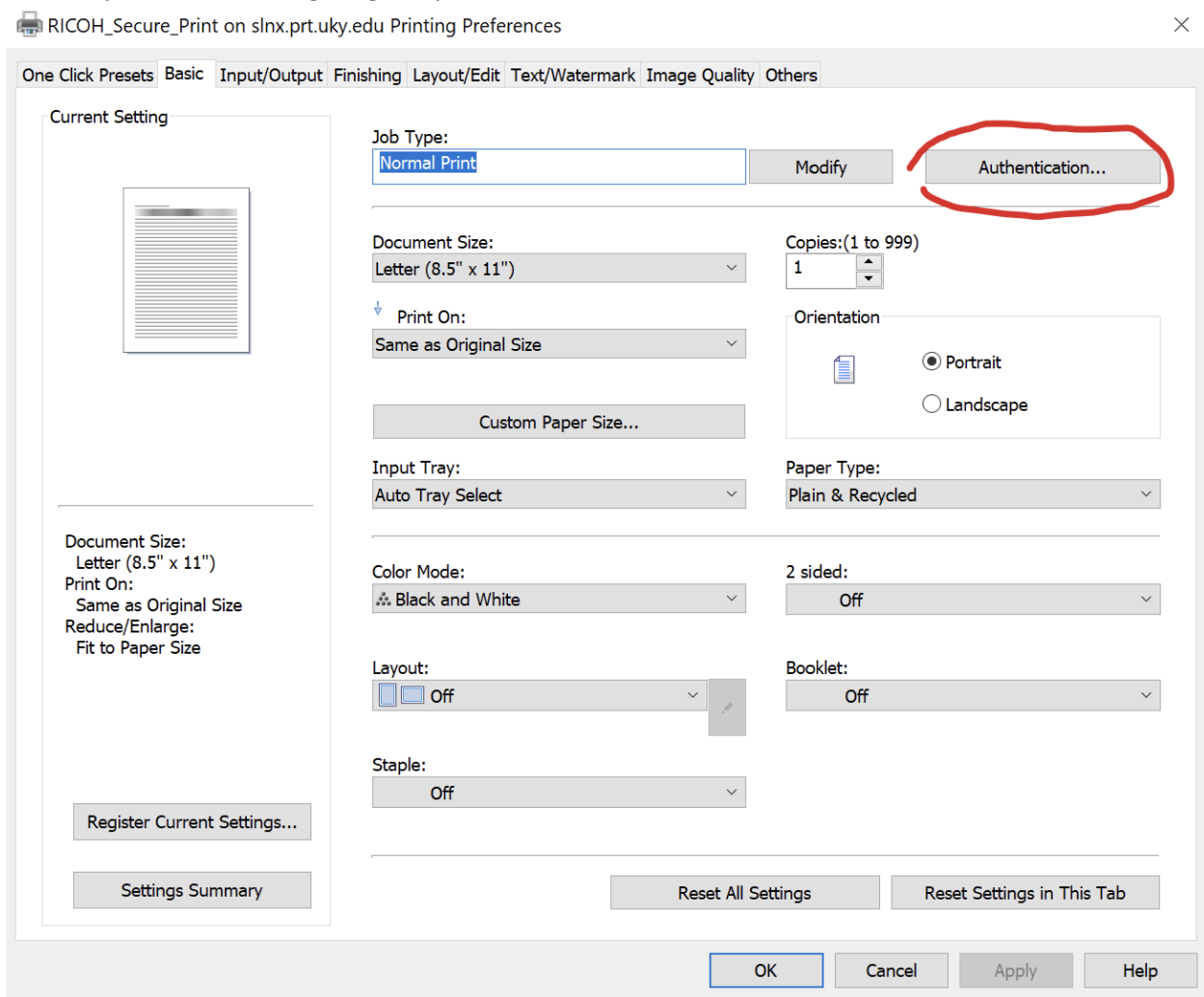
Example: \\computename\printername or
http://computename/printers/printername/.printer

- Add a printer using an IP address or hostname
- Add a Bluetooth, wireless or network discoverable printer
- Add a local printer or network printer with manual settings

- A search will be conducted for the printer. You know the search has worked and printer has been found when notices of drivers being detected and installed begin to appear.
- Now test it! Go to a document that needs to be printed and select printer RICOH_Secure_Print

How to add Non-UK PC to RICOH_Secure_Print

- Follow steps above to set up the printer, navigate to printer preferences and select 'Authentication' in the top right.
- This will open a box similar to locking prints. Enter your LinkBlue ID and associate password where indicated.
- Click ok, then click 'apply' before leaving the preferences tab. Your jobs will now appear correctly in the secure print tab on the printer once you've scanned your WildCard.
- Thank you to Lewis for figuring this part out!



How to add RICOH_Secure_Print – Linux Instructions

- Use LPD/LPR and use the following path `\\slnxepic.mc.uky.edu\Secure_Print` this way it doesn't matter what driver Linux is using.

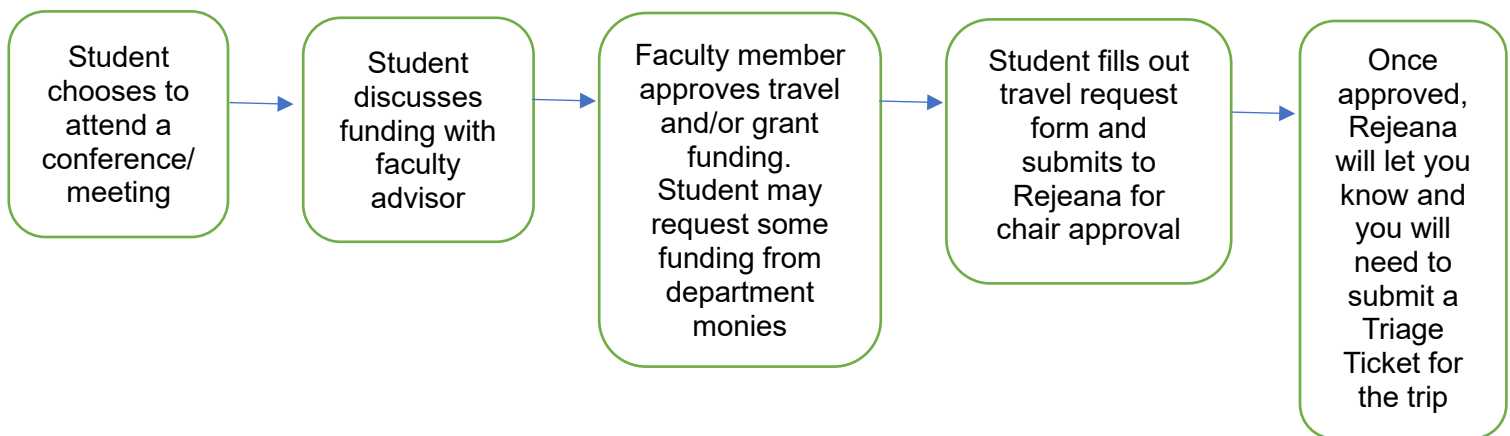
How to add RICOH_Secure_Print – Mac Instructions

- Contact the Hive for assistance. Submit a Help Desk Ticket via triage <https://resources.as.uky.edu/hive-forms>

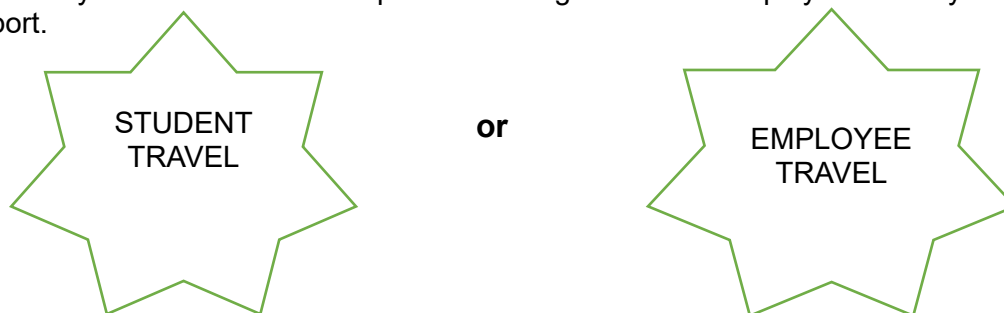
Graduate Student Travel Instructions and Tips

Read this information well in advance of making any plans to travel. Our goal is for grad students to pay as little as possible out of pocket for conference travel because reimbursement can sometimes take a long time. Following these instructions will help reduce out of pocket expenses.

- ✓ Identify a conference and discuss attendance with your advisor.
- ✓ Discuss with your advisor if they will fund all or part of the trip.
- ✓ Fill out a **Graduate Student Travel request form** and turn it in to Rejeana after the discussion with your advisor. The Math Department has limited funding available to assist with travel, your best option is funding from your advisor. Note: to receive department travel support you must be presenting and students usually can only have one department travel award per fiscal year.
- ✓ Once Rejeana has confirmed funding to you, you need to open & submit a travel triage ticket. <https://resources.as.uky.edu/business-center-forms> Make sure to “associate” your faculty mentor with the travel ticket. If the conference is outside of the USA, you will need to register the international travel with UK. The triage ticket will have instructions added in the notes about this process.

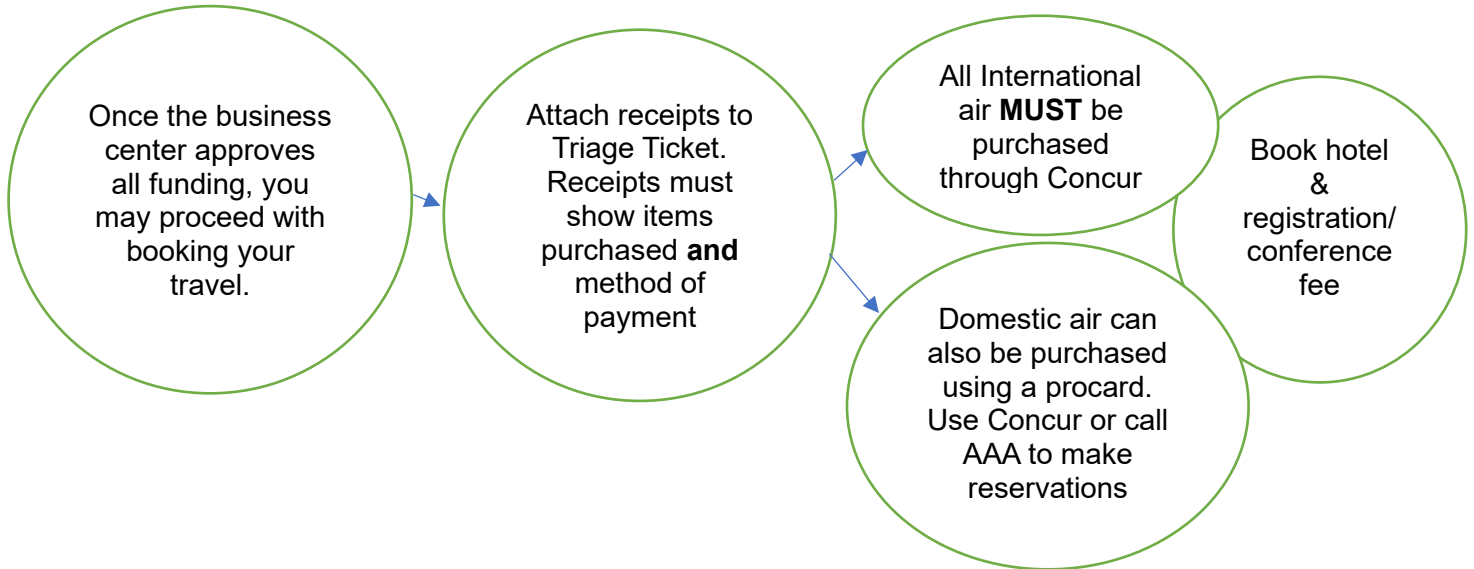


- ✓ Before you can use the department credit card (“pro-card”), the following needs to happen: on the travel ticket your mentor will indicate their funding support. For example, “Mathematics will cover \$200 of this travel” and your mentor will indicate “my grant will cover the balance of the travel.” Then Linda Elmore in A&S Business Center will indicate that “funds are available/funds are confirmed.” Your trip will be designated as “**student travel** –personal benefit or area of interest for the student” or “**employee travel** – professional benefit for either the student as an instructor, or present/collaborate/ research in area of study to benefit the department.” If “student travel” you will submit all receipts to the Triage Ticket. If “employee travel” you will submit a Concur Report.



- ✓ Once the funds are confirmed you can start booking your travel. You should use a Pro-Card for: Conference Registration, Airfare, and Hotel. To get the pro-card information, you can ask Rejeana or contact the Business Center (their information will be in the Triage ticket).
- ✓ Make sure to upload your receipts to the travel triage ticket. **Receipts must show item(s) purchased, amount(s) and method of payment.**
- ✓ Airfare must be purchased through either Concur (myuk) or by calling AAA 859-323-5354 or Avant Travel at 859-233-0000. Again, the business office will provide you with a Pro-card or you can ask Rejeana to use her card.

- If personal travel is associated with the trip, obtain a cost comparison for the flight (This means that you need a PDF of the ticket prices from Concur for the days just covering the business portion of the trip. Make sure to upload this to the travel triage ticket) and confirm it is valid with the Business Office. You can only use the Pro-card to purchase the flight if the flight with personal travel is of equal or lesser value than the cost of the flight for just the business days. Make sure to upload the receipt to the travel triage ticket.
- If the cost of the flight with personal travel is more than the cost of the flight on just the business days, then you must use a personal payment method. After you return from the trip, you will be reimbursed up to the cost of the business portion of the flight. For example, if purchasing a flight for just the conference costs \$500, but the flight with personal travel costs \$600, you will be reimbursed for \$500. Again, when purchasing tickets obtain the cost comparisons from Concur.
- ✓ Hotel booking. If you are staying at an Airbnb, just enter the provided pro-Card information when booking. Make sure to upload the receipt to the travel triage ticket. If you are staying at a hotel, enter the pro-Card information when making your reservation. Then, contact the designated person shown on your Triage Ticket in the Business Office and they will coordinate the credit card authorization so the room and tax will charge the Business Center pro-card. This will allow you to charge the hotel stay to the pro-card without having a physical copy of the pro-card. *Note, you will still need to provide the hotel with a personal credit card in the event of incidentals. When checking out, make sure the hotel is charging the University's pro-card for the room and tax and not the personal credit card you provided them. If incidentals are charged to your room, those will go on your own credit card.



- ✓ During your travel, collect and scan any receipts related to airport parking, checked luggage, Uber rides, or other incidentals. Attach all receipts to your Triage Ticket. **Receipts must show item(s) purchased, amount(s) AND method of payment.** Food is reimbursed via daily per diem or up to the amount approved. See (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for the per diem rate by city. *Note, the per diem rate is probably more than you will spend on food per day. You should discuss with your mentor their policy on meal reimbursements. For example, you may be asked to keep track of food costs and then to only request reimbursement up to what was spent. This is important because it saves money on the grant that can be used for other expenses. If you are asking for the department to help with food expenses, turn in receipts to Rejeana and she can assist with meal reimbursement.
- ✓ Upon return from your trip, you will fill out a Concur report (via myuk) to be reimbursed for your remaining expenses (food and other incidentals). The math department and business office both host Concur Labs. If you would like help filling out the Concur report, attend the next open lab.

