



## Newsletter for New Graduate Students Department of Mathematics

### Late Summer 2023

**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.

**Fees.** Your tuition scholarship covers mandatory fees. But should you choose to take a non-math class which has a course or program fee, you will be required to pay that fee. An online course will require a \$10 per credit hour fee to be paid.

International Students may have additional fees.

The tuition scholarship does not cover courses taken with an audit (AU) or as a pass/fail grade type.

**Health Plan** coverage begins **August 14, 2023.** <https://gradschool.uky.edu/health-plan>

### Payroll Procedures

In order to be added to the University of Kentucky payroll, you must first be hired as an employee. Please follow the steps in the email you receive from the College of Arts and Sciences Payroll Office.

1. 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.
  2. Schedule an I-9 appointment by going to this link <https://www.uky.edu/hr/new-employees/i-9-form-documentation-requirements> You can physically visit the Employment Office in Scovell Hall if you prefer. Directions to Scovell Hall <http://www.uky.edu/hr/new-employees/directions-parking>
  3. 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>
  4. 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.
- ❖ Paychecks are issued every two weeks on Friday. You will receive your first paycheck on August 18.
  - ❖ International Students will need to obtain a Social Security Number (SSN) in order to work in the United States. <https://international.uky.edu/ISSS/Students/SSN>

**TA contract (GSAS).** You will receive an email from "Workflow SAP System Account" 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:

EXAMPLE EXAMPLE EXAMPLE EXAMPLE EXAMPLE EXAMPLE

Dear Student:

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 (do not click on it):

[HTTP://GO.UKY.EDU/GSAS\\_PRD](http://go.uky.edu/GSAS_PRD)

The link above will take you to a UK portal page, and you will need to log in using your UK ID and password, if you have not already done so.

You should then paste this number **000078323628** 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](mailto: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](mailto:helpdesk@uky.edu).

We look forward to welcoming you to the University of Kentucky; congratulations again on all of your successes.

EXAMPLE EXAMPLE EXAMPLE EXAMPLE EXAMPLE EXAMPLE

**Student ID Card/UK Wildcard** You may obtain your UK Student ID card in the Student Center, room A380. The cost is \$20.00. <https://wildcard.uky.edu/>

**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 assignment from Dr. Whitaker. Contact her if you have any questions.

**Transportation 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 \$504. <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/>

Lextran and the University of Kentucky partner to provide free city transit to UK students, faculty & staff. A valid UK ID card is required each time you board.

<https://lextran.com/schedules-fares/uk-riders/>

For more information on Lextran routes and schedules, please visit [www.lextran.com](http://www.lextran.com)

**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.

### **Math Department Staff**

- **Dr. Ben Braun** is the Director of Graduate Studies  
POT 831, 859-257-6810
- **Rejeana Cassady** is the Department Manager and works with the graduate and undergraduate directors, graduate students, and the Department Chair.  
POT 719, 859-257-6794
- **Dr. Alberto Corso** is the Director of Undergraduate Studies  
POT 701
- **KT Griffis** is the Academic Administration Associate. She works with faculty as well as the Department Chair.  
POT 731, 859-257-6808
- **Dr. Uwe Nagel** is the Department Chair  
POT 723, 859-257-3470
- **Dr. Katie Paullin** will serve as the TA Professional Development Coordinator  
POT 729
- **Dr. erica Whitaker** is the Director of Service Courses and handles the class scheduling and TA teaching assignments.  
POT 741

**See you in August!**

## Important August Dates:

- **August 7** (Monday) On-line via Canvas with in-person components  
**New International Graduate Student Orientation** (in partnership with the International Center) 8:30 a.m. – 12noon – This orientation is for all new international graduate students & TA's.  
**New International TA Orientation** 1:30 p.m. – 4:30 p.m. – This orientation is for all new TAs who are classified as international and are new to the higher-education classroom in the United States. Completion of all mandatory online modules and in-person events prior to the first day of class is **REQUIRED** for all new International TA's.
  - **August 8 & 9** (Tuesday and Wednesday) On-line via Canvas with in-person components 8:30 a.m. to noon (in-person) – **University-wide 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. The orientation includes small-group sessions on modes of teaching as well as plenary sessions on institutional policies and campus resources. Completion of all mandatory online modules and in-person events prior to the first day of class is **REQUIRED** for all new TA's. You may want to check out other resources offered by the Graduate School <https://gradschool.uky.edu/student-resources-0>
  - **August 8 – 11** (Tuesday & Wednesday 1:30 – 4:30 p.m.) (Thursday & Friday 9 a.m. – 4:30 p.m.) – **Optional Early Orientation** recommended for all new graduate students. A schedule will be posted and emailed soon. This in-person orientation will be led by Dr. Ben Braun. Check out the math webpage for Incoming Students [math.as.uky.edu](http://math.as.uky.edu)
  - **August 11** (Friday) **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 14 – 16** (Monday and Tuesday) 8:45 a.m. – 5 p.m. – **Math Department Orientation and Advising (REQUIRED)** for all new incoming Math graduate students). This orientation will be in-person (lunch provided). A 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](http://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 21. 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 17** (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 21** (Monday) – First day of classes.