



Newsletter for New Graduate Students Department of Mathematics

Late Summer 2025

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.

https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Direct%20Deposit%20Employee%20Self%20Service%20Instructions%20%28ESS%29_0.pdf

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 15, 2025**.

<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 will physically visit the Employment Office on the second floor of Mandrell Hall, 635 S. Limestone. Directions to Mandrell Hall <https://hr.uky.edu/uk-human-resources-is-relocating>
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>

(You MUST have original documents. A passport or a driver's license AND social security card for example, so bring those items with you when you move to Lexington.)

4. You will receive an email from A&S Payroll Department which will explain your next steps in the payroll process.
5. Paychecks are issued every two weeks on Friday. You will receive your first paycheck on August 15 (if you complete all the steps in a timely manner).
6. International Students will need to obtain a Social Security Number (SSN) 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:

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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.

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.

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

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Student ID Card/UK Wildcard You may obtain your UK Student ID card in the Gatton Student Center, room A380. The cost is \$20.00. <https://wildcard.uky.edu/>
There is a mobile ID card option, but it is helpful to have the actual ID card.

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 be receiving your assignment soon from either Dr. Whitaker (before July 30) or Dr. Schmidt (after August 1). Contact Dr. Schmidt 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 e-academic permit (8.5 months) is \$357

<https://transportation.uky.edu/park/studentpermits/e-academic-permits>

E-Academic permits are limited to graduate students with positions as graduate assistants, research assistants or teaching assistants, or with fellowships. The positions must be compliant with the University's assistantship policies and must be recognized by the Graduate School. E-Academic permits are limited to students who live off-campus.

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

Tuition Bills. Your tuition and fees bill will be emailed to you after you register for classes. It is possible/very 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. Bert Guillou** is the Director of Graduate Studies
POT 773, bertguillou@uky.edu
- **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
- **Dr. Katie Paullin** will serve as the TA Professional Development Coordinator
POT 729



- **Dr. Jack Schmidt** 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 1** (Friday) Beginning today, Asynchronous on-line modules available on Canvas and must be completed prior to the first day of class. **(REQUIRED)**
- **August 12 & 13** (Tuesday and Wednesday) On-line via Canvas with in-person components – **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. In-person sessions will be held Tuesday & Wednesday, August 13 & 14 – 9:00 a.m. – NOON – beginning in the Worsham Cinema of Gatton Student Center. 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 12 – 14** (Tuesday & Wednesday 1:30 – 4:30 p.m.) (Thursday 9 a.m. – 4 p.m.) – **Optional Early Orientation** STRONGLY 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
- **August 13** (Wednesday) 11:30 a.m. – 1:30 p.m. **New Graduate Student Resource Fair** in Ballrooms A&B of the Gatton Student Center (optional but RSVP required – you will receive an email from the Graduate School closer to the date with information on attending)
- **August 18 – 19** (Monday and Tuesday) 8:45 a.m. – 5 p.m. – **Math Department Orientation (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.



- **August 20** (Wednesday) **Advising** (by appointment) with Dr. Bert Guillou. You will find your advising appointment listed on the orientation schedule.
REGISTER FOR CLASSES. You will be able to register for classes during orientation week **AFTER** your advising session with Professor Guillou. Classes start on Monday, August 25. 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 21** (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 25** (Monday) – First day of classes.