Fall 2021 Department Newsletter
September 9, 2021

A Message from the Department
Chair/Professor
Suzanne Boyd

The Department of Mathematical Sciences has created and posted a handbook on the university transition to 2021 Bi-Weekly Pay Schedule and travel reimbursement. Be sure to review the updated travel information email Katie sent on September 7.

Expense Approval (TMEA)

Please note that approval is required for all sponsored events, talks, etc. This form is required in order for you to purchase refreshments for the lecturer/proctor provided but they are welcome to use the space and not charged. If you want a break from your day, and please let your students know that you are doing the Lecturer Capture Video Procedures Memo.

In addition to more work from home options, we also anticipate more classroom or computer lab on campus and you do not already have the "badger (face) shield" style of masks. If still available, please direct instructors interested in classroom or computer lab on campus and you do not already have staff@uwm.edu.

Please make sure you are up to date on the new policies and procedures regarding the COVID-19 pandemic. The Universitycontains updated information for all Departmental staff updates: Shelby DeSantis took a position in the Peck Math & Science Center, she is in on Mon., Tues., & Thurs.; Kim will be in on Mon., Wed., & Fri.; and Matthew Carlsen who will be in Tues., Thurs., & on Fri. afternoons.

We also welcome back our staff - we will have 4 front office student assistants, as soon as possible, and they will post a sign with a list of phone numbers. If you would feel more comfortable with 1-on-1 training or the Lecture Capture Video Procedures Memo.

If you haven't done so yet, please take a look at the Lecture Capture Video Procedures Memo. If you have questions.

In other staff updates: Suzanne Boyd.

PO Box 413
Milwaukee, WI 53211

PAWS account.

Richard

Chair, Professor
Suzanne Boyd

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