A Message from the Department Club: Professor Susanne Boyd

Fall 2019 Department Newsletter

Associate Chair for the Department of Mathematical Sciences, Suzanne Boyd

Reminders for Instructors:
- Fulfill the Parking and Processes Instructor Memo
- Direct coverage of parking
- The new 2020 Monthly Pay Schedule Payroll Information
- the basics for those who are new to the department. In the next couple of weeks with any new travel information as well as Katie Information Request Form.
- Please contact Katie if you are planning to graduate this spring.

Please contact
- amount of time, we will be unable to accommodate your request.
- please take a look at the
- Fall 2018 Policies and Procedures Instructor Memo
- Reminders for Instructors
- if you haven't done so yet, please take a look at the
- Class Coverage Procedure
- If you are unable to teach a class session during the semester, you
- the Human Resources department.
- For participant applications, you are required to have an account in Glacier.
- Requests for reimbursement
- US Student awards will be applied to your PAWS bank account on
- Faculty/Academic Staff/Graduate Students: paid monthly on or near the first of the month.
- Second semester is paid approximately on February 1
- First semester is paid approximately on October 1,