Fall 2019 Department Newsletter

November 4, 2019

A Message from the Department Co-Chair, Professor Suzanne Boyd

Dear Faculty, Staff, and Students,

I am writing to you as a message from the Department Co-Chair, Professor Suzanne Boyd, to share some updates and important reminders. Please take a moment to read through this newsletter, as it contains valuable information for our community.

Payroll Information
- Paydates: 2020 Monthly Pay Schedule and 2019 Monthly Pay Schedule
- Payroll Information questions can be directed to Katie in her office (E404).
- For any pre-travel or travel reimbursement forms, please contact Katie if you are planning to graduate this semester.

Graduate Student Room & Event Request Form
- Please contact Suzanne Boyd at BoydS@uwm.edu for assistance.

Travel
- The Graduate Student Picnic is scheduled for this week, September 13, 3-6 pm. Bring a dish to pass or give $10 to one of the organizers.
- Finally, please stop by the Mathematical Sciences Department Fall 2019 Newsletter to view the events on our website.

Important Dates

- First day of classes: September 3
- Last day to drop without a "W" on record: September 9
- Last day to withdraw: September 16
- Thanksgiving Break: November 28-30
- Final examination period: December 13-16
- Final day to request Graduation: December 21
- Spring Break: March 9-13
- Last day to withdraw with a "W" on record: April 15
- Last day to complete course: April 25
- Last day to complete course with a "W": June 14

Thank you for your dedication and support. We look forward to an excellent semester!

Best,
Suzanne Boyd

Reminders for Instructors

- Fulbright Pre and Postdoc Information Memo
- Direct Deposit Form
- Employees should follow the instructions for enrolling in direct deposit.

Instructional Materials
- Employees may request instructional materials for their classes.

Symposiums
- Employees are invited to submit proposals for the Mathematical Sciences Departmental Symposium.

Departmental Events
- Employees are encouraged to participate in the Mathematical Sciences Departmental Symposium.

Travel
- Employees are reminded to use the Door Tag Form when they need to use a door tag.

Payroll Information

- Each semester is paid in 4 ½ installments.
- Payroll payments are due on the following dates:
  - December 13 (1/2 month payment), January 10 (1/2 month payment), February 1 (1/2 month payment), and March 7 (1/2 month payment).

- Chairs of graduate programs and department chairpersons are responsible for ensuring that all graduate students receive their salaries.

Best,
Suzanne Boyd

Without the proper support and resources for students, as well as a description of the importance of promoting diversity and inclusion.

In the next couple weeks, you will be receiving two important emails from Glacier. Be sure to check your spam inbox as well!

Glacier Support

- In order to receive Glacier's self-service application online, employees must be enrolled in direct deposit.

Office Staff

- Office staff will receive your online request forms.

Office Hours

- Office hours for graduate students are from 8:00 am - 5:00 pm, Monday through Thursday.

Student Resources

- Students can access the Student Resources webpage by clicking on the "Resources" tab on the UWM website.

- Students who need additional support or resources can contact the Office of Student Life.

Please review the UWM News website for the latest news and updates.

We also sadly said goodbye to our long-time lecturer in 2019.

The start of a new semester is definitely a time for hellos and a reflection upon recent and upcoming goodbyes. We welcome new students and say goodbye to those who are leaving.

We also said goodbye in spring to 14 students who graduated.

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Best,
Suzanne Boyd

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