

Department of Mathematics	
SAS Hall	
http://math.sciences.ncsu.edu	
Emergency Number: 911	Non-Emergency Number: 919-515-3000
Activity Report: Due by February 15	Deidre Hartley: SAS 4148
Building Issues: Facilities or Housekeeping	Andrea Hoch: SAS 2108
Classroom Instruction: Absences, grade changes, placement tests, registration and teaching evals	Molly Fenn (Fall/Spring) SAS 2108 Luke Castle (Summer): SAS 3238 Andrea Hoch (Back-up): SAS 2108
<u>Computer/IT Support and Home Use Equipment</u>	Imraan Khan: SAS 2107
Contracts and Grants: Pre-award email:cos_preaward@ncsu.edu Post-award email: mbleskos@ncsu.edu	Adrian Blue: SAS 4153
Copier/Printing Supplies: Help with access codes, printing supplies and paper jams	Andrea Hayes Pennix: SAS 4138
Department Head's Calendar	Deidre Hartley: SAS 4148
Effort Reports/TEARS	Jennifer Williams: COX 312
Exam Disposal: To be destroyed	Andrea Hoch: SAS 2108
Fed Ex	Andrea Hayes Pennix: SAS 4138 Brendae' Hughes (Back-up): SAS 4110
Flower Fund: Hospitalization of employees/Birth and Funerals of immediate family members	Andrea Hayes Pennix: SAS 4138
Graduate Programs: AMA and MA Programs Biomathematics Program Financial Mathematics Program	Bojko Bakalov (AMA and MA): SAS 3116 Kevin Flores (BioMath): COX 406D Tao Pang (Financial Math): SAS 4116 Bethany Shea (Graduate Services): SAS 4126 Brendae' Hughes (Back-up): SAS 4110
<u>Honors Program</u>	Tye Lidman: SAS 3246
Keys	Deidre Hartley: SAS 4148
Lost and Found	Found in the Tutoring Center
Mail: Department incoming/outgoing mail	Deidre Hartley: SAS 4148
Parking: \$10 a day (verify funding) TA or AP104 required for visitor	Andrea Hayes Pennix: SAS 4138
Payroll Information: Go to MyPack Portal, Employee Self Services	Brendae' Hughes: SAS 4110
Registration and Enrollment	Molly Fenn: SAS 2108 Andrea Hoch: SAS 2108

Room Reservations: Classrooms for non-class use Conference room: 3282 Meeting rooms: 1109,3134 or 4134 Seminar room: 4201	Andrea Hoch: SAS 2108 Alan Porch (Back-up) SAS 4144
Scholarly Reassignment(Sabbatical): Initial Requests contact the department head Forms and questions contact Brendae' Policies	Brendae' Hughes: SAS 4110
Surplus: Computer equipment or furniture going to surplus	Imraan Khan: SAS 2107 Alan Porch(Back-up): SAS 4144
Syllabi	Andrea Hoch: SAS 2108
Tea Fund	Andrea Hayes Pennix: SAS 4138
Telephones: Phone problems, voicemail issues or repairs	Andrea Hayes Pennix: SAS 4138
Telephone List	Brendae' Hughes: SAS 4110
Textbook Desk Copies	Andrea Hoch: SAS 2108
Transfer Credit: Credits transferred from other universities	Maitreyee Kulkarni: SAS 4230
Travel Authorizations/Reimbursement: Authorizations/reimbursements are done in MyPack Portal Must be approved 2 weeks in advance Travel Center	Adrian Blue (Grant Funds): SAS 4153 Andrea Hayes Pennix (Non-Grant Funds): SAS 4138
Tutoring: Graduate students scheduling TC contact Faye Simon Math Graduate students who want to be added to Tutors For Hire List contact Brendae'	Faye Simon: SAS 3242 Brendae' Hughes: SAS 4110
Undergraduate Programs	Alina Duca: SAS 2108
Visas: Require 120 days notice (30days for dept. processing and 90 days for OIS processing) Verify funding prior to request	Brendae' Hughes: SAS 4110
Visitor's Office Space: Verify funding and register at least 2 weeks prior to arrival	Andrea Hayes Pennix: SAS 4138
Web Assign	Jenn Burt: Remote
WolfTime: Time management is accounted via WolfTime in MyPackPortal	Brendae' Hughes: SAS 4110
Note that all staff work hybrid schedules with some days onsite in SAS Hall and other days remote- staff are always available by email, chat, and phone regardless of onsite schedules.	