

# DAUG MEETING

## Topics

- Important Dates
- 2019-20 Health Insurance
- SAFM Fixes & Enhancements
- Getting Help: Resources and Contacts



## Important Dates

Calendar Item	Date
2019 Spring Health Insurance Spring Disbursement	March 1, 2019
SAFM/DA Open for 2019-20 (1196,1198,1201,1202)	March 14, 2019
SAFM/DA Open for Summer 2020	TBD; as soon as rates are confirmed
2019 Summer Tuition Calculated	Mid-March
Last Day to Get Entries in SAFM for Summer 19	Mid-May
Finals Weekend (Graduation)	Friday, May 17 - Sunday, May 19, 2019
Summer Session	<a href="https://summer.virginia.edu/calendars">https://summer.virginia.edu/calendars</a>
Last Day to Process Changes in SAFM for FY19	June 19, 2019
Last GA Interface to Oracle for FY19	June 20, 2019 (morning)
2019 Fall Tuition Calculated	July 5, 2019
Aetna Student Health Ins Website Opens	Mid July 2019
Fall Term Charges Notification	July 23, 2019 (GRAD, UGRD, LAW)
Fall Financial Aid Disburses	Aug. 19, 2019 (GRAD, UGRD, LAW)
Fall Tuition Due Date	Aug. 21, 2019 (GRAD, LAW2, UGRD)
Fall First Day of Classes	August 27, 2019
Students w/Past Due or No Enrollment Cancelled	September 3, 2019
Aetna Website Last Day to Enroll/Waive	September 18, 2019
Health Ins Subsidy Fall Disbursement	October 1, 2019
Health Ins Subsidy Spring Disbursement	TBD

McIntire Fall 2019	Term Charges Notification	FA Disb Date	Bill Due Date
M.S. in Accounting	7/23/19	8/19/2019	8/21/2019
M.S. in Commerce	7/9/2019	8/2/2019	8/7/2019
M.S. in Global Commerce	7/9/2019	7/26/2019	7/31/2019
M.S. in the Management of IT	7/30/2019	8/26/2019	8/28/2019
M.S. in Business Analytics	7/16/2019	8/9/2019	8/14/2019

SIS - SAFM		SIS – Departmental Awarding (FA) Pages			Oracle
Budget/Target Fiscal Year	Academic Term	Financial Aid Aid Year	Summer Award Type	Projected Disburse Date	Charge Appears in Fiscal Year
<b><u>Tuition Awards</u></b>					
2018-19	1196	2020	Tuition–Summer 1	May 10, 2019	2018-19
2019-20	1196	2020	Tuition–Summer 2	July 5, 2019	2019-20
<b><u>Stipend Awards</u></b>					
2018-19	1196	2020	Stipends - June	May 23, 2019	2018-19
2018-19	1196	2020	Stipends - July	June 18, 2019	2018-19
2019-20	1196	2020	Stipends - August	July 23, 2019	2019-20

Awards will credit the student's SIS account on the dates listed above.

Stipends will process to AP the following day.

June and July stipends will come from 2018-2019 budgets.

August stipends will come from 2019-2020 budgets.

Regardless of Disbursement Date, if you enter your award in SAFM after June 20, the funds will come from Fiscal Year 2019-20.

Federal aid will disburse depending on what sessions they are taking in the summer and career/program. The students can see the disbursement dates in SIS once the aid has been entered. Contact SFS (Sarah Doran or Debbie Davis) directly regarding questions about Federal Aid.

Stipend	Disbursement Date
for May 2019	April 23, 2019
for June 2019	May 23, 2019
for July 2019	June 18, 2019
for August 2019	July 23, 2019
for September 2019	August 23, 2019
for October 2019	September 23, 2019
for November 2019	October 23, 2019
for December 2020	November 19, 2019
for January 2020	December 17, 2019
for February 2020	January 23, 2020
for March 2020	February 21, 2020
for April 2020	March 23, 2020
for May 2020	April 23, 2020
for June 2020	May 22, 2020
for July 2020	June 18, 2020
for August 2020	July 23, 2020

The GRA/GTA wage dates (below) are provided for your information only; wages entered in SAFM do NOT interface to Oracle. However, the system moves wage awards in Approved to Processed nightly. If you have questions about how you should key wages in SAFM, please contact your School Admin as each school may have a different business process.

From		To	Pay Date
5-Aug	1	18-Aug	23-Aug
19-Aug	2	1-Sep	6-Sep
2-Sep	3	15-Sep	20-Sep
16-Sep	4	29-Sep	4-Oct
30-Sep	5	13-Oct	18-Oct
14-Oct	6	27-Oct	1-Nov
28-Oct	7	10-Nov	15-Nov
11-Nov	8	24-Nov	29-Nov
25-Nov	9	8-Dec	13-Dec
9-Dec	10	22-Dec	27-Dec
23-Dec	11	6-Jan	10-Jan
6-Jan	12	19-Jan	24-Jan
20-Jan	13	2-Feb	7-Feb
3-Feb	14	16-Feb	21-Feb
17-Feb	15	1-Mar	6-Mar
2-Mar	16	15-Mar	20-Mar
16-Mar	17	29-Mar	3-Apr
30-Mar	18	12-Apr	17-Apr
13-Apr	19	26-Apr	1-May
27-Apr	20	10-May	15-May
11-May	21	24-May	29-May
25-May	22	7-Jun	12-Jun
8-Jun	23	21-Jun	26-Jun
22-Jun	24	5-Jul	10-Jul
6-Jul	25	19-Jul	24-Jul
20-Jul	26	2-Aug	7-Aug

## 2019-20 Health Insurance

- We now have the “approved” health insurance rate for 2019-20.
  - Annual premium of **\$2,814** (single student coverage); this is a 1 % decrease (\$16 less) from current premium.
  - The spring only amount is **\$1742**.
- When SAFM opened: when you packaged a student, an “estimated” amount for the health insurance rate populated as the award level amount for health insurance.
- You could go ahead and award (package, cancel package, repackage, etc.) as normal without the finalized health insurance rate. But, you were not able to move the health insurance award past start (defaulted to Start status and grayed out). Example (rate in box below is for demo purposes only; not an actual estimated amount):

640000020600		AY GRAD Health Ins Subsidy		Amt	2690.00	Notes		Award Status	Start			
Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse	
1	31315	EN-Biomed Engr Dept	101194 - BME Dept	FA00139	101194	101	2000.00	74.35	GRA			+ -
2	31315	EN-Biomed Engr Dept	101194 - Epstein BME :	FA00011	101194	101	690.00	25.65	GRA			+ -

- We also ensured that health insurance could not be interfaced from SAFM to the Departmental Award area.
- Since both fall and spring has been approved, the health insurance amounts will be updated and the Award Status box opens up.
- You are then able to move the award through the workflow - and it will interface from SAFM to the Departmental Aid area of SIS. Example:

640000020600		AY GRAD Health Ins Subsidy		Amt	2735.00	Notes	(UPDATED RATE FOR DEMO PURPOSES ONLY)	Award Status	Start			
Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse	
1	31315	EN-Biomed Engr Dept	101194 - Epstein BME :	FA00011	101194	101	711.10	26.00	GRA			+ -
2	31315	EN-Biomed Engr Dept	101194 - BME Dept	FA00139	101194	101	2023.90	74.00	GRA			+ -

- Note: The fund source amounts are updated based on the rounded % (25.65% to 26.00%; 74.35% to 74.00%).

## SAFM Fixes & Enhancements

Fixes

Completed

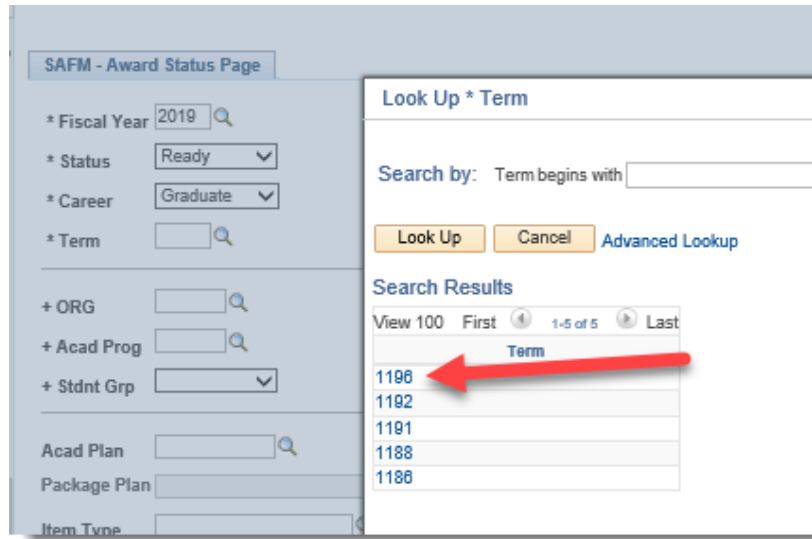
### Nursing Academic Category Not Defaulting

- The academic category of “Nursing PhD Levels 1-3” (ASG students) was not defaulting when we first opened SAFM. Now, the default academic category defaults correctly.

*Term	*Academic Category	Packaging Plan	Residency	Reg Hrs	Actual Enr	Rch Hrs
1198	Nursing PhD Level		N	0.00		0.00
<div style="display: flex; justify-content: space-around;"> <span>Package Student</span> <span>Cancel Package</span> <span>Recalculate Package</span> </div>						

**Award Status Page Term Lookup**

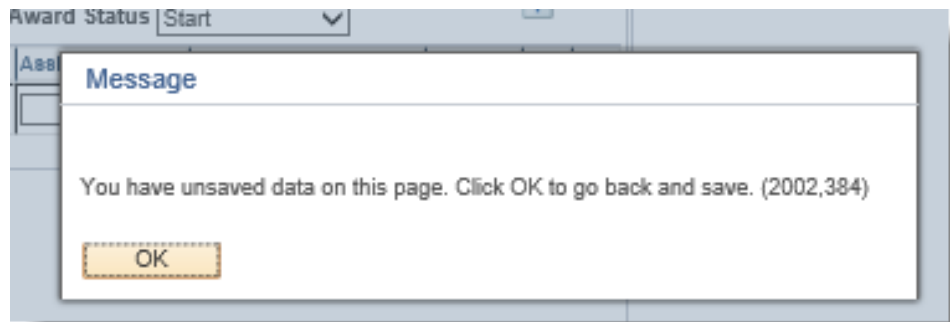
- When SAFM was first opened for 2019-20: In 2019, the 1196 (summer 1) did not appear in the term look-up. School Admins were unable to pull up students in 2019 1196 (summer 1) on the Award Status page.
- The term of 1196 in fiscal year 2019 is now available for you to select.



**Fixes** In Process

**Prevent “You have unsaved data on this page” Message**

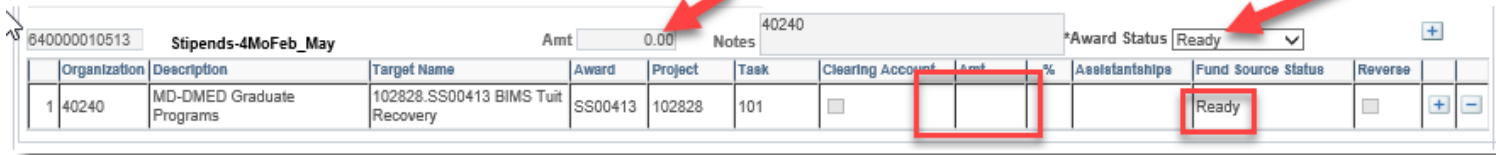
- You may have noticed that sometimes you receive this message even when there is no data on the page that needs to be saved. We will be working to correct this.



**Prevent Stipend Award = 0 in Ready Status**

- If you do this:
  - Package student, save in start
  - Manually add stipend, enter amount, move to Ready but do not save.
  - Click cancel package. The stipend is set to zero, but the award status is in Ready
  - Click save.

This happens: The award amount is zero but the Award Status is ready. You would be stuck here and unable to re-award this stipend. This was an isolated incident, but we will work on correcting so it does not happen again in the future.



Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Asselantsthips	Fund Source Status	Reverse
1 40240	MD-DMED Graduate Programs	102828.SS00413 BIMS Tuit Recovery	SS00413	102828	101					Ready	<input type="checkbox"/>

Enhancements Completed

Coming soon. We working on several enhancements; see below.

Enhancements In Process

**Cancel Package, Delete GRA/GTA Hours**

- Background: For students who have withdrawn, cancelled, or have moved to Affiliated Status, we have instructed you to back out their awards in SAFM.
- You run the SAFM Discrepancy Reports to help you identify these students, and then you must:
  1. Cancel Package
  2. Reverse any stipends, zero out the amounts, and move through the workflow
  3. Cancel health insurance, move reversal through the workflow.
    - a. However, the system enforces this rule: You may not cancel a health insurance award if the student is in a qualified GRA/GTA package. So, if the package was a qualified GRA or GTA package, you must make sure to zero out the GRA and GTA hours before reversing the health insurance.



- Step #3a has been a source of confusion. Often, you may not realize that the GRA/GTA hours have to be deleted in order to cancel health insurance.
- We will be making a change so that when you cancel a package, GRA/GTA hours will be deleted.
- One less step that you will need to complete in order to cancel health insurance!

**Default International Checkbox for International Part-time Students**

- Part-time international students are charged the international fee.
- Based on the information in SIS, if the student is part-time and international, we have not been defaulting the international checkbox as checked.
- Going forward, the international student checkbox for part-time students will be defaulted as checked or unchecked based on the information in SIS.

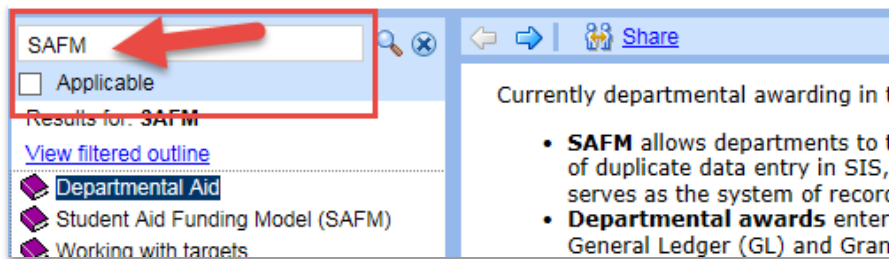
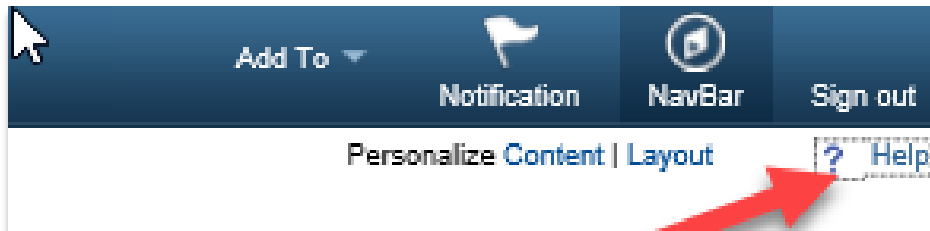
- The part-time package includes wages and tuition fees limited, so the amounts are not calculated for you (you enter the amount manually).
- If the international checkbox is checked, you can decide if you want to include the international fee in the award.

**Display Pop-Up Message on Student Awarding Page when Student Changes from Enrolled to Affiliated**

- We wanted to get your thoughts on this; is this something you all would find helpful?
- Scenario: User enters awards in SAFM for a student who they assume will be a full-time student in the coming semester. However, at some point between when user entered the funding and when the semester begins, the student’s Form of Study changes from enrolled to affiliated. User no longer wish for the student to be fully funded.
- It was suggested that a pop-up message in SAFM may be helpful: When user comes into the SAFM Awarding Page, display pop-up message on the awarding page if the student goes from a form of study of enrolled to affiliated.
- Note: Typically, we recommend that users run discrepancy reports regularly to find these students. See “Reminder: Enrollment Discrepancy Reports (UBI)” topic of the October DAUG meeting materials for details/instructions.

## Getting Help: Resources and Contacts

### Training Materials & Quick Guides



### School Admins

School/Unit	School Admin	Phone	Email
Architecture	Carolyn Buchanan	4-6228	ceb4gw
BIMS	Fay Miller	4-2217	jff3f
Curry	Dana Stanley	4-7131	dfb6n
Engineering	Joan Wicks	4-4380	jew9s
GSAS	Lloyd Banks	4-3919	lb3ne
Nursing	Adam Seid	4-0067	ads8n

**DAUG Website**

<http://sfs.virginia.edu/internal/deptaid>

**DAUG Email List**

Users are added to this list once they are granted the SAFM role. If you know of someone who should be receiving these emails but is not, please let us know; we will add them.

**DAUG Meetings**

Recurring meetings (typically August – April), second Wednesday of each month @ 3:30pm.

Our April meeting is usually our last meeting of the academic year, but if necessary, we can meet over the summer. May is typically very busy for you (graduation) and June and July are travel months (vacations for many SAFM users). However, would you like to have a meeting in May, June, or July?

If not, the next scheduled meeting is on August 14, 2019 @ 3:30pm. Our meeting location is TBD.

**Additional Help**

Send questions to [4help@virginia.edu](mailto:4help@virginia.edu); enter “SAFM” in subject line. Sending your questions to [4help@virginia.edu](mailto:4help@virginia.edu) ensures that we are able to track the issues and analyze the types of questions asked.

