Departmental Aid User Group (DAUG)

December 2022

Topics

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Important Dates

Calendar Item	Date
2022 Fall Health Insurance Charges Placed in SIS	September 30, 2022
2022 Health Insurance Subsidy Fall Disbursement	October 3, 2022
2022 Fall Health Insurance Due Date	October 31, 2022
2023 Spring Tuition Calcs (waivers from $1 to tuit)	November 18, 2022
2023 Spring Entries Should be "Approved" in SAFM	December 6, 2022
2023 Spring Financial Aid Disburses	January 9, 2022
2023 Spring Tuition Due	January 11, 2022
2023 Spring First Day of Classes	January 18, 2022
2023 Health Insurance Subsidy Spring Disbursement	January 9, 2022
2023 Spring Students w/ Past Due, No Enrlmnt, Cxl'ed	January 27, 2022*
SAFM/DA Open for 2023-24 Entry	Mid-March 2022

Stipend Disbursement Dates May 2022-August 2023

Stipend	Disb Date
May 2022	4/22/2022
June 2022	5/23/2022
July 2022	6/12/2022
August 2022	7/22/2022
September 2022	8/23/2022
October 2022	9/23/2022
November 2022	10/21/2022
December 2022	11/18/2022
January 2023	12/16/2022
February 2023	1/23/2023
March 2023	2/23/2023
April 2023	3/23/2023
May 2023	4/21/2023
June 2023	5/23/2023
July 2023	6/16/2023
August 2023	7/21/2023

** If student has direct deposit, should receive $$ within 3-5 business days; will get an email from SIS confirming timing.

Summer Updates & Fixes

This year (more than most) we had an incredible number of fixes, patches, and scripts to account for our transition to FST. Below is a list of just a few of the changes that we made, but always please let us know if you see any issues or errors that need fixing!

Updates

- Conversion of all former PTAEO fields into new Worktags in the SAFM interface.
- Created a NEW SAFM jobset for Aid Year 2023 and a concurrent legacy jobset to handle Summer1.
- Introduction of the new 'Percentage' option for splitting awards.

Fixes

- Targets of 'Project' type no longer fail validation.
- Use of 'Select All' on the Award Status page now works for Grants.
- Function is getting passed to DA page for Grants.
- Grants with a Clearing Account that aren't 'SIS-allowed' passes correct data to the Dept Aid page.
- Committed Amounts on the Target Page now reports correctly.
- All uploaded Targets affected by fields with an errant space character were corrected.
- Issues with canceling/repackaging Grants have been fixed.
- The tool to correct mass updates to tuition rates was fixed.

Grant Start & End Dates

- There have been a few issues with stipends to a Grant causing an error in SAFM.
- **Cause: If a stipend distribution falls outside of the Grant's worktag Start/End date, then it will not process to the DA page.**
- For example, a 5 month Aug-Dec stipend with a Grant end date of 9/30 will cause an error, since the distribution dates for the Nov & Dec stipends will be in October & November.
- **Solution: Either a) contact OSP to change the Start/End date of the Grant, or b) only award individual monthly stipends to the Grant within the date range.**

Waived Health Insurance Subsidies

- We've seen issues arise recently regarding health insurance subsidies that were awarded and later waived.
- Please run your reports in UBI and find any subsidies for those students who waived and cancel those awards when you are able.
  - QlikSense - Student Financial Aid > SIS FA SAFM Health Subsidy Action
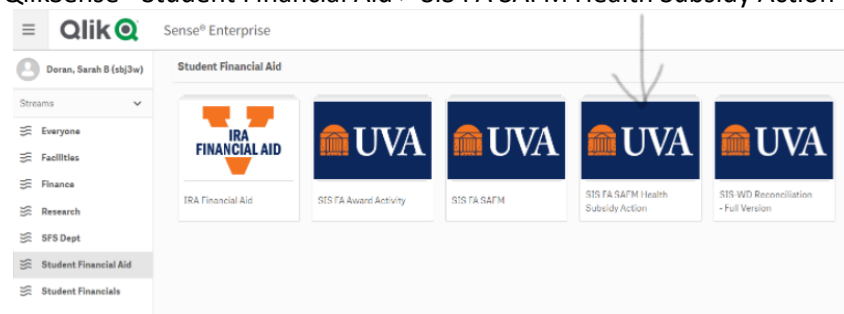
- If you see the below message when trying to award aid in the Spring term, check your Fall term to make sure you don't have a Health Insurance subsidy that needs to be waived:
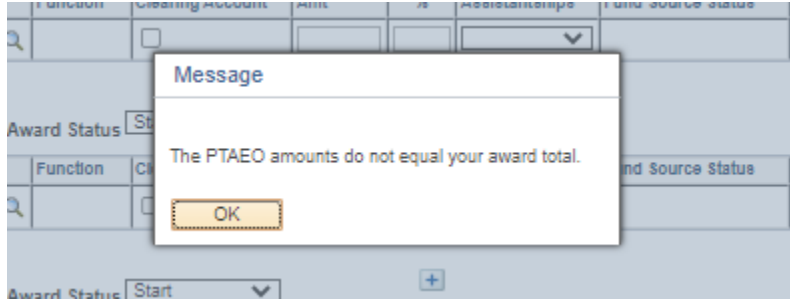
Dept Users v. Admins

- Tis the season for security requests! As a reminder, make sure that you're entering the correct role level as well as the Cost Centers needed to access.
- The SAFM levels of access are as follows: School Admin, Dept Admin, Dept User.
    - Dept. User — can enter awards in SAFM Award Page. Marks awards Ready. Cannot unmark Ready. Has view only access to the target page.
    - Dept. Admin — can enter/modify targets and awards for their org. Marks awards ready and processed (wages only), can unmark Ready.
    - School Admin — can enter/modify targets and awards for their org(s). Can mark all statuses (but only can mark wages processed). Also approves all awards for their school.

New Training Available in Workday!

- Over the last several months, we have been working hard to convert our old Adobe Flash trainings into Articulate Storyline.
    - Flash is no longer supported by… anyone. Because of this, our old trainings were still functional but hard to follow.
    - New screenshots, verbiage, and procedures also required massive edits to the existing lessons.
- The Financial Aid lessons and SAFM lessons have been updated and will be published soon (if not already). Departmental Aid training will be up soon!
- We plan to enhance these trainings on an ongoing basis to add things like voiceovers, interactions, and additional resource documents.
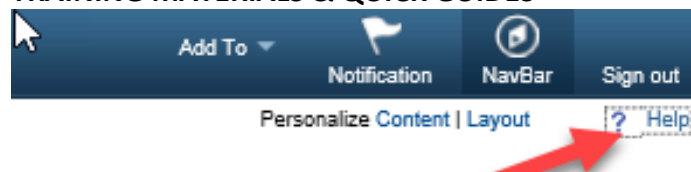
Getting Help: Resources and Contacts
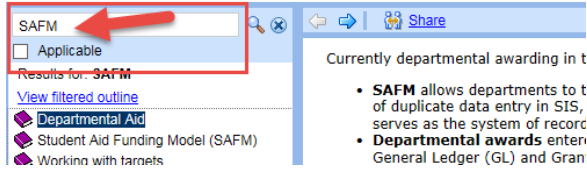
DAUG WEBSITE
http://sfs.virginia.edu/internal/deptaid

DAUG EMAIL LIST
If you are not already receiving these emails, let us know and we can add you.
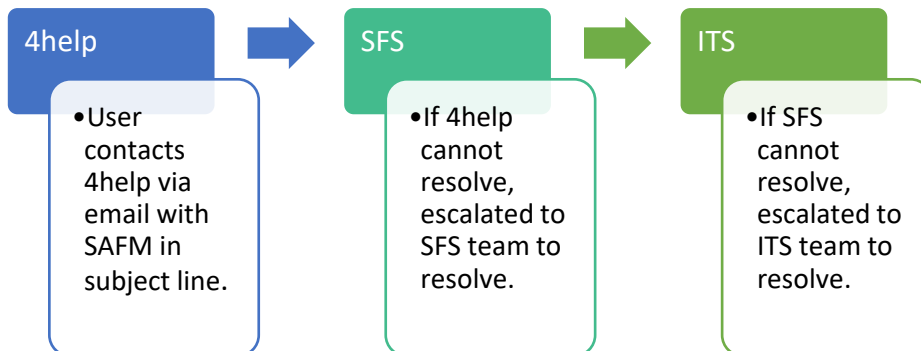
TRAINING MATERIALS & QUICK GUIDES

Currently departmental awarding in t...
- **SAFM** allows departments to t... of duplicate data entry in SIS, serves as the system of record...
- **Departmental awards** enter... General Ledger (GL) and Grant...

SCHOOL ADMINS

School/Unit	School Admin	Phone	Email
Architecture	Carolyn Buchanan	4-6228	ceb4gw
Batten	Cindy Moore	2-2033	chm3b
BIMS	Fay Miller	4-2217	fmiller
Curry	Dana Stanley	4-7161	dfb6n
Data Science	Diane Wendelken	3-5132	dw4va
Engineering	Meg Harris	3-6682	msh8n
GSAS	Amanda Meares	4-3389	jtt3tu
Nursing	Reece Meares	4-1978	tma4gm

ADDITIONAL HELP

Send questions to 4help@virginia.edu; enter "SAFM" in subject line. Sending your questions to 4help@virginia.edu ensures that we are able to track the issues and analyze the types of questions asked.

4help
- User contacts 4help via email with SAFM in subject line.

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SFS
- If 4help cannot resolve, escalated to SFS team to resolve.

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ITS
- If SFS cannot resolve, escalated to ITS team to resolve.

Questions?