

February 2022

Topics

- Important Dates
- SAFM 2022-23: Move to FST
- What this means for Summer
- New look for SAFM in 2022-23
- SIS Responsibilities & Training + WORKDAY
- Getting Help: Resources and Contacts



Important Dates

Calendar Item	Date
2022 Spring Health Insurance Spring Disbursement	1/15/2022
March 2022 stipend disbursement	2/23/22
SAFM Open for 1226 Sum 1	Mid-March
April 2022 stipend disbursement	3/23/22
2022 Summer Tuition Calc'ed	Mid-April
Last Day to Get Your Entries in SAFM for Summer 2022	Mid-May (tuition shows as anticipated aid)
Finals Weekend (Graduation)	Friday, May 20 - Sunday, May 22, 2022
Summer Session	See https://summer.virginia.edu/calendars
Last Day to Process Changes in SAFM for FY22	6/17/2022*
Last GA Interface to Oracle for FY2022	6/22/2022 (morning)*
2022 Fall Tuit Calc'ed (waivers go from \$1 to tuit amt)	July 1, 2022*
Aetna Student Health Ins Website Opens	Mid July 2022
Fall Term Charges Notification	July 19, 2022 (GRAD, UGRD)
Fall Financial Aid Disburses	August 17, 2022 (GRAD, UGRD)
Fall Tuition Due Date	August 17, 2022 (GRAD, UGRD)
Fall First Day of Classes	August 23, 2022
Students w/Past Due or No Enrollment Cancelled (Fall)	August 31, 2022
Aetna Website Last Day to Enroll/Waive	September 18, 2022*

Stipend Disbursement Dates May 2022-August 2023 *Estimated

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

Sarah will provide a summary of the timing of stipend disbursements. If student has direct deposit, should receive \$\$ within 3-5 business days; will get an email from AP confirming timing.

SAFM 2022-23: Move to FST

SAFM will be opening in late March; below are a few reminders.

If awarding Summer 1 it all needs to be reconciled and done by mid-June.

Reminder: Rollover Targets

As a refresher: targets are used to track your organization's fund sources for student aid by fiscal year. SAFM allows you to set up and track targets; this functionality allows for quick analysis of target usage and balances. Targets must be established before the module will allow awarding to students. Targets are tracked by Organization (Org) as defined in the Oracle HR/Finance system. Targets must be established for each Org from which you wish to fund students.

Please remember to setup your targets for 2020-21. Navigation: Financial Aid > UVa Financial Aid > Awarding > Student Aid Funding Module > SAFM- Target Setup.

Reminder: Default SAFM Fiscal Year

To default your SAFM Fiscal Year, remember to change your Aid Year in User Default Tab 2 to the fiscal year you wish to use. Navigate to Set up SACR > User Defaults > User Defaults 2 tab. If you are also a student the default does not stay.

Reminder: Awarding Admitted Applicants

We are opening SAFM for 2020-21 in late March 2020, which means you will be able to award admitted applicants. If you do this, but the student does not accept your offer of admission make sure to cancel the awards you entered for them. *If you neglect to cancel their awards, but the student accepts an offer at another school within UVA, the funds will disburse to them.

Reminder: Academic Category Defaulted

To improve the accuracy of SAFM tuition award amounts and decrease data entry, on the SAFM Awarding page, once the term is selected from the drop down menu, the system defaults the academic category and international fee check box (if applicable). This enhancement was available when SAFM opened for 2018-19; so 2020-21 will be our third year with this functionality.

*Term	*Academic Category	Packaging Plan	Residency	Reg Hrs	Rch Hrs	Form of Study	GRA Hrs	GTA Hrs	Acad Level	Study Agreement	Acad Load	
1178	PhD, Yrs 4+		V	0.00	12.00	ENRL	0.0	0.0	L5	F		<input checked="" type="checkbox"/> International Student

Buttons: Package Student, Cancel Package, Recalculate Package, Reverse Fund Source

Important Points to Keep in Mind

- If the student is not yet term activated for fall OR if the individual is still an applicant (not yet a student), the academic category and international student check box will NOT default. You will need to enter this information manually.
- Spring will assume the same information as fall.
- The system will only default the academic category once the term is selected from the drop down.
- The academic category will not update once you have saved and go out/come back in.
- The international student checkbox will be defaulted as checked or unchecked based on the information in SIS; the checkbox will remain editable for students and applicants; the user will be able to check or uncheck the box. If the user checks or unchecks the international student box, but it does not match what is in the system, there will eventually be a discrepancy between the amount in SAFM and the amount the student was charged.
- You will also notice that a field of Acad Load has been added to the page. **F** indicates that the student has an approved academic load of full-time. **P** indicates that the student has an approved academic load of part-time. If the student is a Part-time student, the academic category of Part-time will be defaulted and you will then pick the part-time packaging plan.

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Buttons: Package Student, Cancel Package, Recalculate Package, Reverse Fund Source

- In a few instances, >1 academic category have the exact same tuition rates. In those cases, we have combined the academic categories into one academic category: Nursing Masters & DNP, Curry Masters & PhD/EdD Yr 1-2, Medicine Yr 1, 2, 3, & 4
- If you select 1208, the academic category and international fall checkbox populates, you immediately decided to switch the term from 1208 to 1212 (via the drop down menu), you will get the following messages.

Message

Expected enrollment needs to be changed.

The Academic Level for the term has changed. (0,-1)

OK

Message

The student's approved academic load has changed for [redacted]

Please cancel package, change the academic category, and select a new package. (0,-1)

OK

This is happening because the Acad Category and International Student fields already have a value in

them; when you select the 1212 term, the values have changed and it displays the error messages. If this happens, you will need to click OK, then manually select the Acad Cat. and Packaging Plan OR go out and come back into the page without saving and start over.

Reminder: Health Insurance

- We do not have the “approved” health insurance rate yet. So, when you package a student, an “estimated” amount for the health insurance rates will populate as the award level amount for health insurance.
- You can go ahead and award (package, cancel package, repackage, etc.) as normal without the finalized health insurance rate. But, you will not be 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):

640000020800	AY GRAD Health Ins Subsidy	Amt	2890.00	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 s	FA00011	101194	101		890.00	25.65	GRA		

- We will also ensure that health insurance cannot be interfaced from SAFM to the Departmental Award area.
- Once the rate has been approved (likely in April or May), the health insurance amounts will be updated and the Award Status box will open up.
- You will then be able to move the award through the workflow - and it will interface from SAFM to the Departmental Aid area of SIS. Example:

640000020800	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 s	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%).

Summer

- Again for summer 2020, all summer session on-grounds graduate tuition will be going to the graduate schools. You should only award a student a tuition award in either Summer 1 or Summer 2; not both. SAFM should not allow you to award tuition in both terms as of last year.

New Look for SAFM

- Target Page with new Worktags:

FDM- MOCK UP												
Target Setup												
Fiscal Year	2022	Cost Ctr	CC0442-EN-Biomed Engr Dept	Refresh	Rollover Targets	Select/Deselect All						
Cost Ctr - (wd) *Target	*Fund Type	AP Award Type	*Funding	Program	Clearing Account	Target Total	Committed Amount	Balance (\$)	Students	Processed Amount	RO Flag	Rollover
1 CC0442 Sample Grant	GR-GRANT	GR	GR130431					\$0.00	\$0.00	Students	\$0.00	
2 CC0442 Sample Gift	GF-GIFT	GF	GF003436	FG00301				\$0.00	\$0.00	Students	\$0.00	
3 CC0442 Sample Designated	DN-DESIGNATED	DN	DN000945					\$0.00	\$0.00	Students	\$0.00	
4 CC0442 Sample Project	PJ-PROJECT	PJ	PJ00067					\$0.00	\$0.00	Students	\$0.00	
5 CC0442 Sample Placeholder	X- EXTERNAL FS	X	X00000					\$0.00	\$0.00	Students	\$0.00	
Targets Total	\$0.00	Total Committed	\$0.00	Total Balance	\$0.00	Total Processed Amount	\$0.00					

- Awarding Page with new Worktags

SIS Responsibilities & Training + now WORKDAY

- Users now complete training for SIS via Workday (you access the same training; it is now accessed through Workday as opposed to the Integrated System).
- For a list of all SIS responsibilities and training required, navigate to the [ITS website](#) > Systems – Administrative > Student Information System (SIS) > SIS: Responsibilities and Training. * The links on the SIS Responsibilities and Training page have been updated to take you directly to the courses in Workday.
- Training must be completed before the SAFM responsibility can be granted.
- General reminder: if you need to change your org access, you will need to submit an ESHARP request so that we can make the necessary row level changes in SAFM. Once you submit your request, a workflow passes the request to different levels of approval. We need these approvals to give you access to the org(s) in SAFM. To submit an esharp request:
 - Log in to ESHARP: <https://cacs-web-prd.web.virginia.edu/esharp>
 - Select Student Information System (SIS).
 - Select Request Add/Remove Access > New Request > Continue.
 - Select the UV FA SAFM User GRAD <for your school> under Financial Aid.
 - Complete the form; make sure that the action selected is "Add" and make sure you note which org(s) you will need access to and which org(s) you no longer need access to.
 - Click continue and then Submit Request for Review

Getting Help: Resources and Contacts

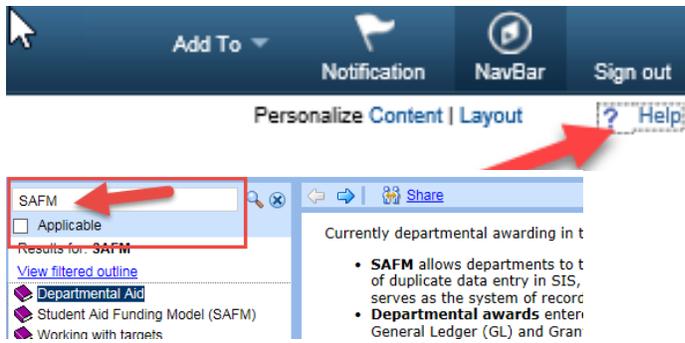
DAUG WEBSITE

<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

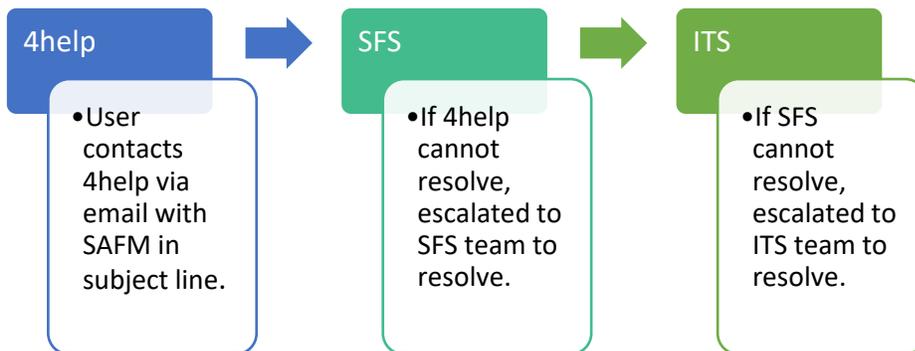


SCHOOL ADMINS

School/Unit	School Admin	Phone	Email
Architecture	Carolyn Buchanan	4-6228	ceb4gw
BIMS	Fay Miller	4-2217	jff3f
Curry	Dana Stanley	4-7161	dfb6n
Engineering	Joan Wicks	4-4380	jew9s
GSAS	Lloyd Banks	4-3919	lb3ne
Nursing	Julie Kusnerik	4-1978	jak8bz
Batten	Cindy Moore	2-2033	chm3b

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.



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Questions?

