

Topics

- Important Dates
- Workday
- Selected SAFM Enhancements, Fixes
- Reminder: January Stipends
- Reminder: Selecting Packages, Understanding Tuition Awards
- Reminder: Affiliated Status
- Reminder: Awards in Error
- Reminder: Health Insurance in 2019-20
- Getting Help: Resources and Contacts



Important Dates

Calendar Item	Date
SAFM/DA Opened for 1186, 1188, 1191, 1192 Entry	3/15/18
2018 Summer Tuition Calc'ed	4/16/18
Last Day to Get Your Entries in SAFM for Summer 2018	5/18/18 (tuition shows as anticipated aid)
2018 Summer Session 1 Began	5/21/18
Last GA Interface to Oracle for FY2018	6/22/18 ("approved" in SAFM by this date)
2018 Fall Tuit Calc'ed (waivers go from \$1 to tuit amt)	7/6/18
Aetna Student Health Ins Website Opened	mid-July
2018 Fall Term Charges Notification	7/23/18
2018 Fall Financial Aid Disbursed	8/20/18
2018 Fall Tuition Due Date	8/22/18
September stipend disbursement	8/23/18
2018 Fall First Day of Classes	8/28/18
2018 Students w/Past Due or No Enrollment Cxl'ed (Fall)	9/4/18, 4pm
2018 SAFM/DA Closes for 2017-18 Entry	9/14/18
2018 Fall Health Insurance Appeal Deadline	9/28/18
October stipend disbursement	9/21/18
2018 Fall Health Insurance Charges Posted in SIS	9/28/18
2018 Fall Health Subsidy Award Disbursement	10/1/18
November stipend disbursement	10/23/18
2018 Fall Health Insurance Due Date	10/31/18
2019 Spring Tuition Calculates (waivers from \$1 to tuit)	11/9/18
December stipend disbursement	11/16/18
All Spring 2019 Entries Should be Approved	12/7/18 ("approved" in SAFM by this date)
BOV Reviews Proposed Tuition Rates for 2019-20	12/7/18
2019 Spring Term Charges Notification	12/10/18 (BUSN MBA, UGRD, GRAD)
January stipend disbursement	12/17/18

2019 J-Term	January 2 - 12, 2019
2019 Spring Financial Aid Disburses	1/4/19
Workday Go-Live	1/7/19
2019 Spring Tuition Due	1/9/19
2019 Spring First Day of Classes	1/14/19
2019 Spring Students w/ Past Due, No Enrollment Cxl'ed	Mid-January 2019 (determined by SFS)
February stipend disbursement	1/23/19
March stipend disbursement	2/22/19
2019 Spring Health Insurance Spring Disbursement	3/1/19
SAFM/DA Open for 2019-20 Entry	Mid-March 19
April stipend disbursement	3/22/19
May stipend disbursement	4/23/19
Graduation	May 18 & 19, 2019

Workday

- Workday go-live was on January 7, 2019.
- Users will now complete training for SIS via Workday (you will access the same training; it will just be accessed through Workday as opposed to the Integrated System).

Selected SAFM Enhancements, Fixes

Completed

- **Enhancement:** Changes to the SAFM Awarding Page and SAFM Award Status page to ensure that users are no longer able to move a cancelled package's awards to rejected. Once a package is cancelled, you will need to move it through the workflow. A cancelled package's awards will flow as follows:



- **Enhancement:** Cleaned up the SAFM item type pick list (removed some item types that SAFM users do not use).
- **Fix:** Tweaks to the SAFM Award Status page to ensure that the results match the criteria when filtering by Packaging Plan.
- **Fix:** Changes to SAFM to ensure that users can cancel a package with awards in rejected (as long as no reversal is waiting to be processed), then repackage the student in a different career or program, and move it through the workflow.
- **Fix:** Affects GSAS only -
 - A fix to correct this: When a user recalculates a student with a Funded Line GTA/GRA Custom package, wages in the processed status were cancelled and a reversal was entered. In this scenario, upon recalc, the wages should not be cancelled.
 - Correct this issue seen intermittently in testing: as dept admin, cancel package, repackage; ensure that the target name displays/is not blanked out.

Reminder: Selecting Packages, Understanding Tuition Awards

- Please select the packaging plan that matches the student's funding situation. (Example: A graduate research assistant should be packaged with a GRA/GTA package; not with a Tuition & Fees 100% package.) If you are not sure which package to select, please check with your School Admin before awarding the student.
- Background:

- A package refers to a predefined set of award elements that are used together. Packages are most often used when awarding an assistantship to a graduate student.
- The packages that are available to award are based on policies determined by UVA related to the different types of aid that are awarded by departments.
- Depending on the package selecting, the following awards/item types are added:
 - Tuition Remission (awarded to GRAs/GTAs) - the in state portion of the tuition and all fees.
 - Tuition Adjustment (awarded to GRAs/GTAs who are not Virginia residents) - pays the difference between the Non VA tuition and the VA tuition.
 - Tuition and Fees 100% item types (awarded to non-GRA/GTAs) to pay the tuition and fees.
- Each award/item type has an expenditure type: Different types of awards/item types have different expenditure types. And, some Oracle awards only allow charges with a specific expenditure type.
- You can only use a task with an 8 or fewer characters.

Reminder: Affiliated Status

- Keep in mind that if the student has an AFFL form of study, the Acad Category should be “Affiliated Status” and the Packaging Plans should be “Affiliated”.
- This package is used to pay the affiliated status fee only.

Reminder: Awards in Error

- Please make sure you regularly check for and take steps to correct awards in error by running the SAFM Award Status report (in UBI). It is important to resolve errors as soon as possible.

Getting Help: Resources and Contacts

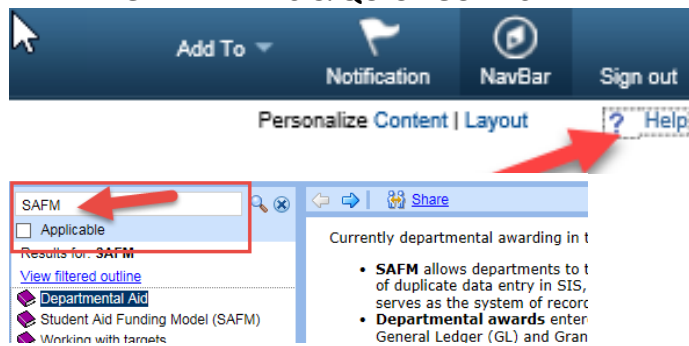
DAUG WEBSITE

<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



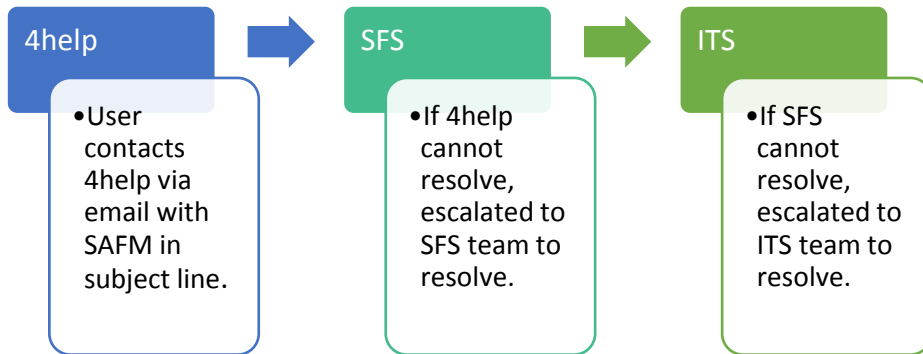
SCHOOL ADMINS

School/Unit	School Admin	Phone	Email
-------------	--------------	-------	-------

GSAS	Lloyd Banks	4-3919	lb3ne@Virginia.edu
Curry	Katie Walker	3-4585	kwalker@virginia.edu
Engineering	Joan Wicks	4-4380	jew9s@virginia.ed
BIMS	Fay Miller	4-2217	fmiller@virginia.edu
Nursing	Adam Seid	4-0067	ads8n@virginia.edu
Architecture	Carolyn Buchanan	4-6228	ceb4gw@virginia.edu

STILL NEED 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.



Questions?

