

June 2023

Topics

Important Dates

2023 Fiscal Year End

Summer Reminders

SAFM 2023-24 Reminders

Rollover Targets

Default SAFM Fiscal Year

Awarding Admitted Applicants

Academic Category Defaulted

Health Insurance

New Training Available in Workday!

Getting Help: Resources and Contacts



Important Dates

Calendar Item	Date
Returning Grad & UGRD Summer Enrollment	March 27-29, 2023
2023 Summer Tuition Calc'ed	March 31, 2023
Graduate Fall Enrollment	April 5, 2023
May Stipend Disbursement	April 21, 2023
SAFM/DA Open for FY 2024	May 22, 2023
Summer Term Begins	May 22, 2023
June Stipend disbursement	May 23, 2023
Summer Session Calendar	https://summer.virginia.edu/calendars
Last Day to Process Changes in SAFM for FY23	June 22, 2023
Last SAFM Interface to Workday for FY2023	June 23, 2023 (morning)
2023 Fall Tuit Calc'ed (waivers go from \$1 to amt)	July 7, 2023
Aetna Student Health Ins Website Opens	July 17, 2023
Fall Term Charges Notification	July 18, 2023
Fall Financial Aid Disburses (GRAD/UGRD)	August 14, 2023
Fall Tuition Due Date	August 16, 2023
Fall First Day of Classes	August 22, 2023
Aetna Website Last Day to Enroll/Waive	August 31, 2023
Students w/Past Due or No Enrollment Cancelled	September 17, 2023
Health Insurance Charges Posted	September 29, 2023
Health Ins Subsidy Fall Disbursement	October 2, 2023

Stipend Disbursement Dates May 2023-August 2024

Stipend	Disb Date
---------	-----------

May 2023	4/21/2023
June 2023	5/23/2023
July 2023	6/13/2023
August 2023	7/21/2023
September 2023	8/23/2023
October 2023	9/22/2023
November 2023	10/23/2023
December 2023	11/17/2023
January 2024	12/15/2023
February 2024	1/23/2024
March 2024	2/23/2024
April 2024	3/22/2024
May 2024	4/23/2024
June 2024	5/23/2024
July 2024	6/17/2024
August 2024	7/23/2024

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

2023 Fiscal Year End

As the year closes we need to make sure that all awards for the 2023 FY have been entered in SAFM. Keep in mind the following dates and what you can expect:

June 22nd – This is the LAST day to process SAFM changes for FY2023. Please have any awards for terms 1226, 1228, 1231, 1232, and Summer 1 1236 entered by end-of-day. Any changes after 6/22 just won't be included in the fiscal year. They will still go to Workday once the Workday interfaces resume.

June 23rd (morning)– The final SAFM jobset of the fiscal year will be processed, disbursed on the student account, refunded and the accounting journals will be sent to Workday. This means that while you can continue to enter awards in SAFM for FY 2023, they will not be refunded to the student or go to Workday accounting until after the new fiscal year. Awards will continue to disburse on the student's account but no refunds are going to be processed from 6/24 – 6/30.

** Friday 7pm until Sunday – SIS will be unavailable due to server maintenance.

July 2nd – The SIS refunds and Workday Journals will be turned back on. Any SAFM entries made after 6/22 through 7/2 will disburse, be refunded and go to Workday. The first batch of refunds will not be send until 7/5 due to the holiday.

Summer Reminders

SIS - SAFM		SIS – Departmental Awarding (FA) Pages			Workday
Budget/Target Fiscal Year	Academic Term	Financial Aid Aid Year	Summer Award Type	Projected Disb Date	Charge Appears in Fiscal Year
<u>Tuition Awards</u>					
2022-23	1236	2024	Tuition–Summer 1	May 24, 2023	2022-23
2023-24	1236	2024	Tuition–Summer 2	July 19, 2023	2023-24
<u>Stipend Awards</u>					

2022-23	1236	2024	Stipends - June	May 23, 2023	2022-23
2022-23	1236	2024	Stipends - July	June 13, 2023	2022-23
2023-24	1236	2024	Stipends - August	July 21, 2023	2023-24

In the summer, you can award students in either Summer 1 (Fiscal Year 2023, term 1236) or Summer 2 (Fiscal year 2024, term 1236). This allows you to choose which fiscal year you wish for the charges to hit your Fundings.

BUT, you should only award a student a tuition award in either Summer 1 or Summer 2. Not both.

Exception: If you need to pay part of the student's tuition from a fund source in FY2023 and part from a fund source in FY2024, then you should use a limited package in Summer 1 and a limited package in Summer 2.

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

Stipends will process to AP the following day.

June and July stipends will come from 2022-2023 budgets.

August stipends will come from 2023-2024 budgets.

Regardless of Disbursement Date, if you enter your award in SAFM after June 22, the funds will come from Fiscal Year 2023-24.

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.

SAFM 2023-24 Reminders

Rollover Targets

Setup your targets for 2023-24. Navigation: Financial Aid > UVa Financial Aid > Awarding > Student Aid Funding Module > SAFM- Target Setup.

It's as easy as 1) Choosing "Select/Deselect All", 2) Ensuring the RO Flag is set for your targets, and 3) Clicking the "Rollover Targets" button.

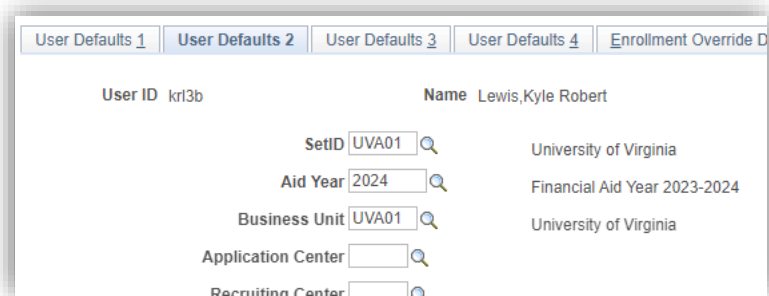
Cost Ctr - (wd)	*Target	*Fund Type	*Funding	Program	Clearing Account	Target Total	Committed Amount	Balance (\$)	Students	Processed Amount	RO Flag	Rollover
1 CC0043	GSAS Tuition or Health	DN-DESIGNATED	DN001948	PG02134		\$2,161,189.00	\$1,942,499.50	\$218,689.50	Students	\$1,942,499.50	<input checked="" type="checkbox"/>	N
2 CC0043	GSAS GRA Tuition	DN-DESIGNATED	DN001948	PG02132		\$446,410.00	\$439,187.50	\$7,222.50	Students	\$439,187.50	<input checked="" type="checkbox"/>	N
3 CC0043	GSAS Tuition Rebate	DN-DESIGNATED	DN001948	PG01854		\$575,476.00	\$27,513.00	\$547,963.00	Students	\$24,054.00	<input checked="" type="checkbox"/>	N
4 CC0043	GSAS Unrestricted	DN-DESIGNATED	DN001948	PG01405		\$130,717.00	\$112,907.00	\$17,810.00	Students	\$112,907.00	<input checked="" type="checkbox"/>	N
5 CC0043	GSAS White Flwshp	GF-GIFT	GF000678	PG01405		\$51,537.00	\$30,067.00	\$21,470.00	Students	\$30,067.00	<input checked="" type="checkbox"/>	N
6 CC0043	GSAS White Tas	GF-GIFT	GF000676	PG01405		\$64,836.00	\$27,285.00	\$37,551.00	Students	\$27,285.00	<input checked="" type="checkbox"/>	N
7 CC0043	GSAS B Lutz	GF-GIFT	GF000680	PG01405		\$64,836.00	\$16,204.00	\$48,632.00	Students	\$16,204.00	<input checked="" type="checkbox"/>	N

*** New this year, you can now request a mass-upload of targets. This is especially helpful if you are planning changes to **all your targets** within a department or school, but not for small additions or edits.

If you are interested in this, please let Kyle Lewis (krl3b) know.

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.



User Defaults 1	User Defaults 2	User Defaults 3	User Defaults 4	Enrollment Override D
User ID krl3b		Name Lewis, Kyle Robert		
SetID	UVA01	University of Virginia		
Aid Year	2024	Financial Aid Year 2023-2024		
Business Unit	UVA01	University of Virginia		
Application Center				
Recruiting Center				

Awarding Admitted Applicants

SAFM for 2023-24 is open, 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.

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).

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 term 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.

Field of Acad Load 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.

Health Insurance

Once Fall opens, we will 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. Those estimated amounts are currently \$3673 annually and \$2138 for Spring only. **Please do not share this information with students until has been approved by the Virginia board!**

You can go ahead and award (package, cancel package, repackage, etc.) as normal without the finalized health insurance rate. You will not be able to move the health insurance award past start (defaulted to Start status and grayed out). Health insurance will not be interfaced from SAFM to the Departmental Award area.

Once the rate has been approved (likely soon), the health insurance amounts will be updated, and the Award Status box will become editable. 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.

New Training Available in Workday!

- This is another opportunity to remind everyone that we’ve converted 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.
- 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.

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
Ed. & HD	Dana Stanley	4-7161	dfb6n
Data Science	Diane Wendelken	3-5132	dw4va
Engineering	Meg Harris	3-6682	msh8n
GSAS	Evan Barrow		egb5z

Nursing	Reece Meares	4-1978	tma4gm
---------	--------------	--------	--------

ADDITIONAL HELP

Send questions to Kyle (krl3b) and Sarah (sbj3w) to get assistance; Entering "SAFM" in the subject line will help us triage more quickly.

