

Topics

- Important Dates
- SAFM 2022-23: Impacts from FST
- Summer
- New Look for SAFM
- SIS Responsibilities & Training Now in 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	Late-March
April 2022 stipend disbursement	3/23/22
2022 Summer Tuition Calc'ed	April 8, 2022
Finals Weekend (Graduation)	Friday, May 20 - Sunday, May 22, 2022
Last Day to Get Your Entries in SAFM for Summer 1 2022 before due date passes	5/24/2022
Summer Session	See https://summer.virginia.edu/calendars
Last Day to Process Changes in SAFM for FY22 OR EARLIER	6/20/2022*
Last GA Interface to Oracle for FY2022	6/22/2022 (morning)*
SIS Conversion from Oracle to Workday – no SAFM data entry	6/25/2022 – 7/5/2022
SAFM Entries for Summer 2 and Fall open	7/6/2022
2022 Fall Tuit Calc'ed (waivers go from \$1 to tuit amt)	July 15, 2022*
Aetna Student Health Ins Website Opens	July 18, 2022
Fall Term Charges Notification	July 19, 2022 (GRAD, UGRD)
Fall Financial Aid Disburses	August 15, 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	August 31, 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 AP confirming timing.

SAFM 2022-23: Impacts from FST

SAFM for Summer 1 2022 will be opening in late March; below are a few changes that are coming due to the Finance Strategic Transformation.

Effective 7/2022 SAFM Will Use FDM Worktags

- SAFM will not undergo any radical changes. The mechanics of SIS will still work in their familiar matter.
- Our main goal is to convert existing data points from PTAE0 to FDM Worktags. Data such as orgs, awards, projects, and tasks will now be entered as funding, program, activity, etc.
- This means minimal changes for SAFM users in DAUG but will demand big changes from our normal Summer schedule.

Awarding for FY 2022 AND EARLIER MUST Be Reconciled by June

Because the conversion will occur at the end of the Fiscal Year, schools will not be able to award aid using the old data structure after late-June. **This means all aid for AY 2022 or earlier MUST be reconciled by June 20th 2022!** For Summer 1, all aid needs to be reconciled and done by mid-June.

DO NOT Rollover Targets

Normally, we would ask you to rollover your targets as normal. Since we are moving to the new FST structure, this ability has been removed from SIS. Instead, we have asked each school admin to provide us with a Target Setup Template for upload. We hope to upload these new targets during the transition from AY 2022 to 2023.

Cutover Schedule

A more detailed cutover schedule will be released in the coming weeks. While we don't know specifics now, we expect any completed Target Templates by June 1st so that we have time to upload them successfully. **SAFM data entry will be fully suspended from 6/21 until 7/6!**

Summer

- Summer 1 2022 will be open in late March.
- Summer 2 2022 will not open until July 6th.
- 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.
- June/July stipends will be tied to Summer 1. August stipends will be tied to Summer 2.

New Look for SAFM

- New Target Page with new Worktags
 - Target Name, Fund Type, and Funding data will be required fields
 - Program, Clearing Account, and Target Total are optional for each target.
 - Grants that use a Clearing Account MUST be a Designated or Designated/Program combination (e.g. DN00090 or DN00090.PG12345)
 - Grants cannot have a Program associated with them.

FDM-MOCK UP

Target Setup

Fiscal Year: 2022 Cost Ctr: CC0442-EN-Biomed Engr Dept Select/Deselect All

Personalize | Find | First 1-5 of 5 Last

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	<input type="checkbox"/>
2 CC0442 Sample Gift	GF-GIFT	GF	GF003436	PG00301				\$0.00	\$0.00	Students	\$0.00	<input type="checkbox"/>
3 CC0442 Sample Designated	DN-DESIGNATED	DN	DN000945					\$0.00	\$0.00	Students	\$0.00	<input type="checkbox"/>
4 CC0442 Sample Project	PJ-PROJECT	PJ	PJ00067					\$0.00	\$0.00	Students	\$0.00	<input type="checkbox"/>
5 CC0442 Sample Placeholder	X-EXTERNAL FS	X	X00000					\$0.00	\$0.00	Students	\$0.00	<input type="checkbox"/>
Targets Total								\$0.00	\$0.00			
Total Committed								\$0.00	\$0.00			
Total Balance								\$0.00	\$0.00			
Total Processed Amount								\$0.00	\$0.00			

- New Awarding Page with new Worktags
 - Based on the Target chosen, the appropriate Designated/Grant/Gift/Project field will populate.
 - Awards can be split between targets based on either amount or percentage.

Actual Enrollment

*Term: 1222 *Academic Category: PhD_Yrs 4+ Packaging Plan: Instructor 100% Tuition & Fees Residency: N Reg Hrs: 0.00 Rch Hrs: 0.00 Form of Study: ENRL GTA Hrs: 0.00 Acad Level: 40 Study Agreement: F Acad Load: International Student

Package Student | Cancel Package | Recalculate Package | Reverse Fund Source

640000020601 Spr GRAD Health Ins Subsidy Amt: 1828.00 Notes: *Award Status: Start

Cost Ctr	Target Name	Grant	Designated	Gift	Project	Program	Activity	Assignee	Clearing Account	Clearing Account	Amt	% ind	%	Assistantships	Fund Source Status	Reverse
1 CC0441-EN	Sample Designated															<input type="checkbox"/>

650000000000 Sample Grant Amt: 0.00 Notes: *Award Status: Start

Cost Ctr	Target Name	Grant	Designated	Gift	Project	Program	Activity	Assignee	Clearing Account	Clearing Account	Amt	% ind	%	Assistantships	Fund Source Status	Reverse
1	Sample Grant 2															<input type="checkbox"/>
	Sample Grant 3															<input type="checkbox"/>
	Sample Wrong Des															<input type="checkbox"/>

640000000030 Tuition & Fees 100% - Spr Amt: 4733.00 Notes: *Award Status: Ready

Cost Ctr	Target Name	Grant	Designated	Gift	Project	Program	Activity	Assignee	Clearing Account	Clearing Account	Amt	% ind	%	Assistantships	Fund Source Status	Reverse
1 CC0440-EN-Academic Pgms	Sample Designated		DN000809			PG00300					2366.50	<input checked="" type="checkbox"/>	50.00		Ready	<input type="checkbox"/>
2 CC0440-EN-Academic Pgms	Sample Grant	GR130750					AC01909				2366.50	<input checked="" type="checkbox"/>	50.00		Ready	<input type="checkbox"/>

SIS Responsibilities & Training Now in 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 a WORKDAY 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 a request:

- Log in to Workday:
- Select System Access Requests, then the SIS Access Requests tab.
- Choose the Create New SIS Request button to Add a new role.
- Select Financial Aid module, and the necessary role starting with “UV FA SAFM”.
 - Be sure to include any Orgs (soon to be Cost Centers) that you need access!
- Once submitted, keep an eye on Workday & any email notifications for action required by you.

Getting Help: Resources and Contacts

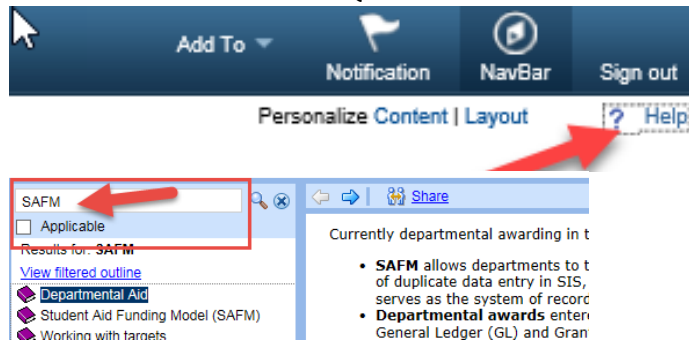
DAUG WEBSITE

<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

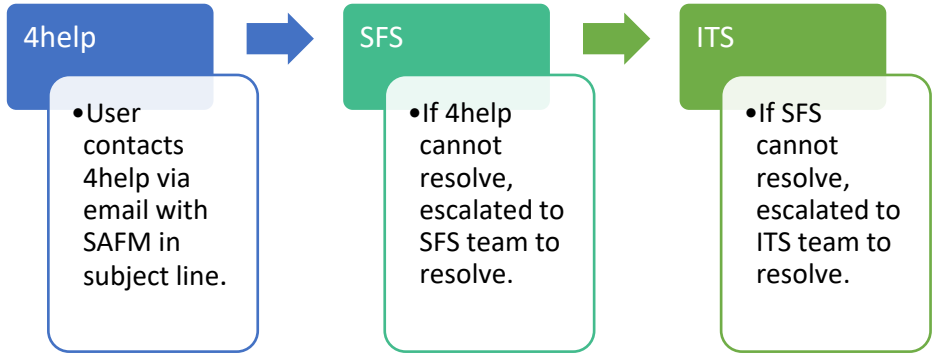


SCHOOL ADMINS

School/Unit	School Admin	Phone	Email
Architecture	Carolyn Buchanan	4-6228	ceb4gw
Batten	Cindy Moore	2-2033	chm3b
BIMS	Fay Miller	4-2217	fmliller
Curry	Dana Stanley	4-7161	dfb6n
Data Science	Diane Wendelken	3-5132	dw4va
Engineering	Joi Estep	4-9590	jce2m
GSAS	Lloyd Banks	4-3919	lb3ne
Nursing	Austin Stajduhar	4-0066	ans6n

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.



Questions?

