

March 2024

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Important Dates

<https://sfs.virginia.edu/departamental-aid-users>

| Calendar Item | Date |
|---|---|
| April 2023 stipend disbursement | March 22, 2024 |
| Returning Grad & UGRD Summer Enrollment | March 25-27, 2024 |
| 2023 Summer Tuition Calc'ed | March 29, 2024 |
| SAFM/DA Open for Summer 1 (1246) | April 1, 2024 |
| Graduate Fall Enrollment | April 1, 2024 |
| May Stipend Disbursement | April 23, 2024 |
| Summer Term Begins | May 20, 2024 |
| June Stipend disbursement | May 23, 2024 |
| Summer Session Calendar | https://summer.virginia.edu/calendars |
| Last Day to Process Changes in SAFM for FY24 | June 20, 2024 |
| Last SAFM Interface to Workday for FY2024 | June 21, 2024 (morning) |
| 2024 Fall Tuit Calc'ed (waivers go from \$1 to amt) | July 5, 2024 |
| Aetna Student Health Ins Website Opens | July 17, 2024 |
| Fall Term Charges Notification | July 18, 2024 |
| Fall Financial Aid Disburses (GRAD/UGRD) | August 14, 2024 |
| Fall Tuition Due Date | August 16, 2024 |
| Fall First Day of Classes | August 22, 2024 |
| Aetna Website Last Day to Enroll/Waive | August 31, 2024 |
| Fall Students w/Past Due or No Enrollment Cancelled | September 17, 2024 |

| | |
|---------------------------------------|--------------------|
| 2024 SAFM/DA Closes for 2023-24 Entry | September 26, 2024 |
| Health Insurance Charges Posted | September 29, 2024 |
| Health Ins Subsidy Fall Disbursement | October 1, 2024 |
| Health Ins Due Date | October 31, 2024 |

Stipend Disbursement Dates April 2024-April 2025

| Stipend | Disb Date |
|----------------|------------|
| 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 |
| September 2024 | 8/23/2024 |
| October 2024 | 9/23/2024 |
| November 2024 | 10/23/2024 |
| December 2024 | 11/18/2024 |
| January 2025* | 12/16/2024 |
| February 2025 | 1/23/2025 |
| March 2025 | 2/21/2025 |
| April 2025 | 3/21/2025 |

Note on payment timing: If student has direct deposit, should receive \$\$ within 3-5 business days; will get an email from SIS confirming timing. More refund information: <https://sfs.virginia.edu/tuition-billing/billing-payment/refunds/refunds>

***Winter Holiday and End of Year Stipend Activity:** It is critical to complete all stipend related steps in SAFM to ensure January stipends disburse on 12/16 to be refunded via SIS. 12/16 date affirms students receive payment by January 1, 2025. The University is Closed Monday 12/23/2024 – Wednesday 1/1/2025.

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> | | | | | |
| 2023-24 | 1246 | 2025 | Tuition–Summer 1 | May 22, 2024 | 2023-24 |
| 2024-25 | 1246 | 2025 | Tuition–Summer 2 | July 17, 2024 | 2024-25 |
| <u>Stipend Awards</u> | | | | | |
| 2023-24 | 1246 | 2025 | Stipends - June | May 23, 2024 | 2023-24 |
| 2023-24 | 1246 | 2025 | Stipends - July | June 17, 2024 | 2023-24 |
| 2024-25 | 1246 | 2025 | Stipends - August | July 23, 2024 | 2024-25 |

In the summer, you can award students in either Summer 1 (Fiscal Year 2024, term 1246) or Summer 2 (Fiscal year 2025, term 1246). 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 FY2024 and part from a fund source in FY2025, 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 2023-2024 budgets.

August stipends will come from 2024-2025 budgets.

Regardless of Disbursement Date, if you enter your award in SAFM after June 20, the funds will come from Fiscal Year 2024-25.

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 (sfs-internal@virginia.edu) directly regarding questions about Federal Aid.

New SAFM Question Email Process!

- Please send **all** of your SFS related questions to sfs-internal@virginia.edu. This includes SAFM questions, but please include "SAFM" in the subject line!
 - This includes requests to award on previous aid years or to non-degree students who are not aid year activated.
- If the question is related to a Technical SAFM issue, SFS will forward the question on to fasupport@virginia.edu for additional research and (if needed) development.
- **As with before, check with your School Admin first before sending questions.** A lot of times, they can handle the answer before sending it off to SFS.
- Regular notifications through the DAUG Email List will be sent by both SFS and Kyle depending on the subject matter.

SAFM 2024-25 Reminders

Rollover Targets

Setup your targets for 2024-25. 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.

SAFM - Target Page - WD

Target Setup

Fiscal Year: 2023 Cost Ctr: CC0043-AS-Chemistry (CHEM) Refresh Rollover Targets Select/Deselect All

| 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 | GF000578 | 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 |

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 2024-25 will be opening in the coming weeks, 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.

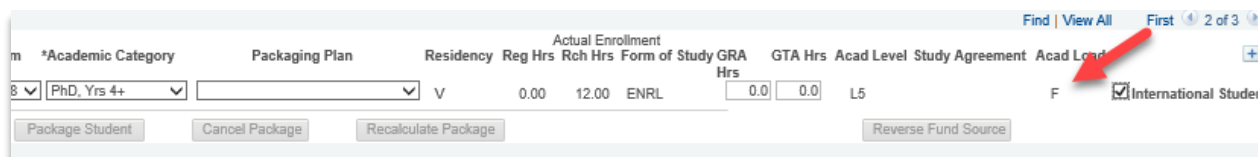
The system will only default the academic category once term selected from the drop down.

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.

Make sure to note the Field of Acad Load field. **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.



The screenshot shows a software interface for student packaging. At the top right, there are navigation options: 'Find | View All | First | 2 of 3'. Below this is a table with columns: '*Academic Category', 'Packaging Plan', 'Residency', 'Actual Enrollment' (sub-columns: Reg Hrs, Rch Hrs, Form of Study, GRA Hrs), 'GTA Hrs', 'Acad Level', 'Study Agreement', 'Acad Load', and a checkbox for 'International Student'. The first row shows: '8' in a dropdown, 'PhD. Yrs 4+' in a dropdown, 'V' in a dropdown, '0.00', '12.00', 'ENRL', '0.0', '0.0', 'L5', 'F', and a checked checkbox. Below the table are buttons: 'Package Student', 'Cancel Package', 'Recalculate Package', and 'Reverse Fund Source'.

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 expected to be about 5% more than this year’s charges of \$3673 annually and \$2138 for Spring only. **Please do not share this information with students until it 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.

Visiting Graduate Researchers

We have recently gotten some questions about funding VGR stipends. As reminder, we wanted to share a few updates here:

- VGRs should **NOT** be awarded via SAFM. Policy has decided that they would be entered through Workday AP instead of SIS.
- Funding should be submitted to SFS (sfs-internal@virginia.edu). They will manually enter these via the Dept Aid page.
- Anything else?

Unapplied Dept Aid

Do we wish to share any updates regarding this to the DAUG community?

Any SFS related updates

Example: Example example example.

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 | Amanda Gregg | | acg8z |
| GSAS | Evan Barrow | | egb5z |
| Nursing | Reece Mearns | 4-1978 | tma4gm |

ADDITIONAL HELP

Send any additional questions to sfs-internal@virginia.edu. Entering “SAFM” in the subject line will help us triage more quickly.

