



Reminder: Important Dates for Summer 2017, Fall 2017, Spring 2018

Calendar Item	Date
SAFM Open for Summer 2017 entry	3/17/2017
DA Page Opens for Entry (for those not in SAFM)	3/17/2017
SAFM Open for Fall 2017, Spring 2018 entry	...awaiting approved health ins rates
Summer Tuition Calcs (waivers go from \$1 to tuit amt)	Starting 4/10/2017
Summer Session 1 Begins	5/15/2017
July Stipend Disbursement Date	6/21/2017
Last Day to Get All Your Entries in SAFM for Summer	6/22/2017 (changes after this date will be applied to FY18)
Last GA Interface to Oracle for FY2017	6/23/2017
Fall Tuition Calcs (waivers go from \$1 to tuit amt)	7/7/2017
All Entries Should be Approved in SAFM for Fall 2017	7/17/2017
Fall Term Statements Created	7/18/2017
Fall Financial Aid Disburses	8/14/2017
Fall Tuition Due Date	8/16/2017
Fall First Day of Classes	8/22/2017
Students w/Past Due or No Enrollment Cancelled (Fall)	8/25/2017
Aetna Student Health Ins Website Opens	mid-July, specific date TBD

Health Insurance

- Health insurance dates: <http://www.virginia.edu/studenthealth/insurance.html>.
- Spring health insurance charged 2/23/17. Disbursement is March 15.
- Communications will be sent in March for returning students.
- Website will open in July for the students to sign-up.

Duplicate Key Value Message

- Question from user: Why is there a “duplicate key” message when trying to reduce a stipend?
- If you need to reduce a stipend, here are the steps you should follow:
 - Enter the reduced award amount
 - Reverse the fund source
 - SAVE
 - Then, enter the fund source, save, and then move the award through the workflow.

Example:

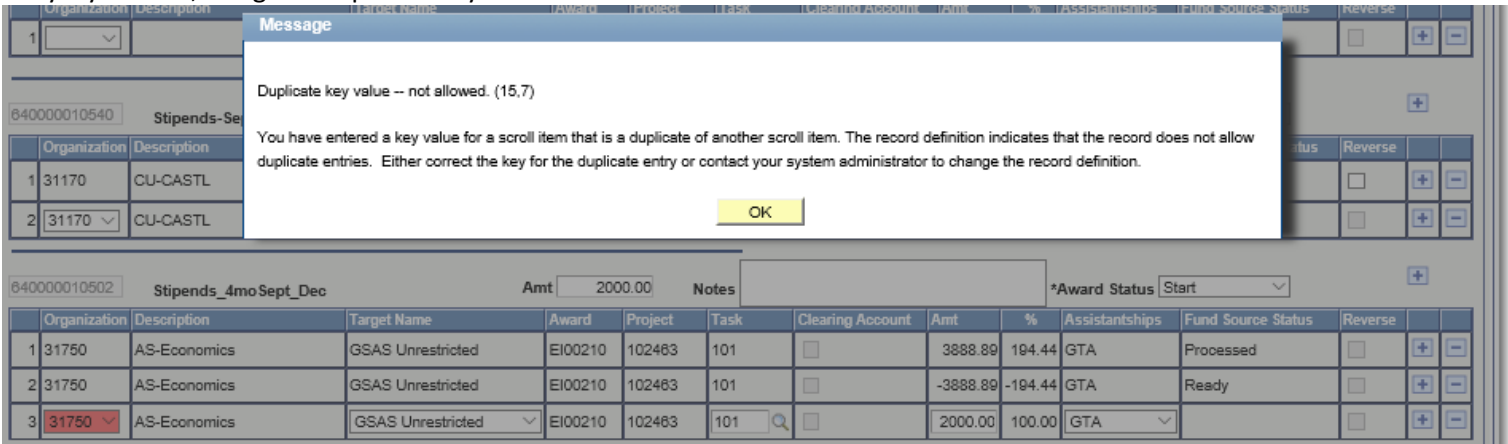
Stipend was \$3888.89

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse
1 31750	AS-Economics	GSAS Unrestricted	EI00210	102463	101		3888.89	100.00	GTA	Processed	<input type="checkbox"/>

A user wants to decrease the stipend; they enter \$2000 as the award amount, reverse the fund source and BEFORE SAVING, add a row and re-enter the same PTAE0 with the reduced fund source amount of \$2000:

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse
1 31750	AS-Economics	GSAS Unrestricted	EI00210	102463	101		3888.89	194.44	GTA	Processed	<input type="checkbox"/>
2 31750	AS-Economics	GSAS Unrestricted	EI00210	102463	101		-3888.89	-194.44	GTA	Ready	<input type="checkbox"/>
3 31750	AS-Economics	GSAS Unrestricted	EI00210	102463	101		2000.00	100.00	GTA		<input type="checkbox"/>

They try to save, but get a Duplicate key value:



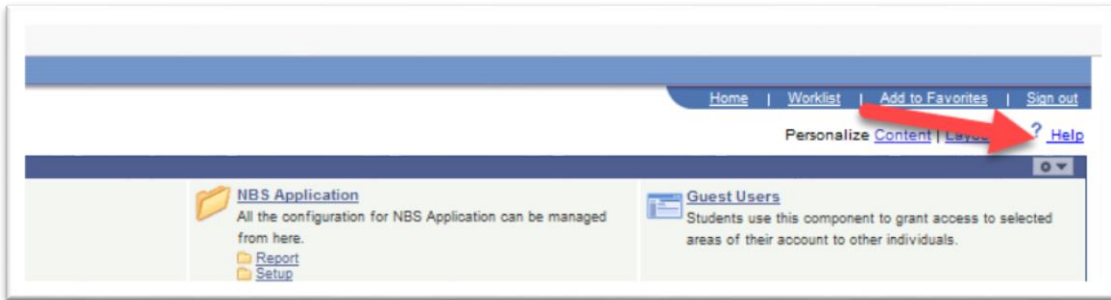
- To avoid this, make sure to save between the reversal and the offset, and you will not receive the duplicate key message.
- *From a technical standpoint: Each row has a sequence number. When a user adds a row, the system takes the maximum sequence number and adds 1 to it; if the user does not save BEFORE adding a new row, the system is still trying to use the same sequence number as the previous row - and in that case, the user receives the above message.*

Meetings: Upcoming Dates, Times, Locations

- Monthly DAUG Meeting: Wednesday, April 12, 3:30pm, Ruffner 206
- Monthly DAUG Meeting: Wednesday, May 10, 3:30pm, Ruffner 206

Reminder: How to Get Help

- Access help from within SIS. Click “Help” link, in the search box type “SAFM” and uncheck Applicable. You can view SAFM training materials and quick guides.



- Bookmark and visit the DAUG website: <http://sfs.virginia.edu/internal/deptaid>. Regularly updated and includes DAUG meeting notes, important dates, links to quick guides, etc.
- Contact your School Admin/Local Expert via email or phone.

School/Unit	School Admin	Phone Number	Email Address
GSAS	Lloyd Banks	4-3919	lb3ne@Virginia.EDU
Curry	Katie Walker	3-4585	kwalker@virginia.edu
Engineering	Joan Wicks	4-4380	jew9s@virginia.edu
BIMS	Fay Miller	4-2217	fmiller@virginia.edu
Nursing	Adam Seid	4-0067	ads8n@Virginia.EDU

- Attend the monthly DAUG meetings. These typically occur on the second Wednesday of the month at 3:30pm.
- Send email to 4help@virginia.edu, please use **subject line: “SAFM”**

- 4help tickets are automatically routed: once you send the email, the help desk routes it to SFS. If SFS is unable to resolve/it is a true system issue, it is then escalated to the Financial Aid team in ITS.
- We kindly ask that you please do not send emails to individuals in SFS or ITS directly. Sending your questions through 4help ensures that we are able to track the issues as well as analyze the types of questions you are sending.
- We have seen very rare instances of the helpdesk incorrectly routing or incorrectly solving a ticket; IF this happens to you, let us know immediately so we can correct it and ensure it does not happen again.

Tuition Estimator (presented by Sarah)

- New website for all things tuition & fees; for students
- Demo'ed test site

Questions?

