

**November 2021**

## Topics

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## Important Dates

Calendar Item	Date
2021 Fall Health Insurance Charges Placed in SIS	October 1, 2021
2021 Health Insurance Subsidy Fall Disbursement	October 4, 2021
2021 Fall Health Insurance Due Date	October 31, 2021
2022 Spring Tuition Calcs (waivers from \$1 to tuit)	November 22, 2021
2022 Spring Hard Waiver Site Opens	November 29, 2021
2022 Spring Entries Should be "Approved" in SAFM	January 5, 2022
2022/2023 Tuition and Fees Approved	December 9-10, 2021
2022 Spring Financial Aid Disburses	January 10, 2022
2022 Spring Tuition Due	January 12, 2022
2022 Spring First Day of Classes	January 19, 2022
2022 Health Insurance Subsidy Spring Disbursement	January 10, 2022
2022 Spring Students w/ Past Due, No Enrlmnt, Cxl'ed	January 26, 2022
SAFM/DA Open for Summer 1 Entry (2022)	Mid-March 2022

## SAFM/DA Closed for 2020-21

- 2020-21 SAFM inactivated. You are still able to view information, but not edit/make changes.
- Changes? Email [4help@virginia.edu](mailto:4help@virginia.edu) with SAFM in the subject line.

## Reminder: Check those Awards!

- The Target page will not give an "incorrect Award" error for a Grant if there is a Clearing Account entered.
- This could affect UBI reporting and could be rolled over for years.

## Reminders: Health Insurance

### Health Insurance Life Events, Pro-rated Amounts

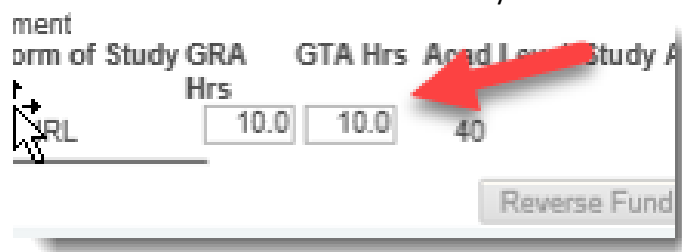
- If a student has a qualifying life event, they may be able to sign up for health insurance mid-year (after the enrollment period has ended.)
  - The student should email [hardwaiver@virginia.edu](mailto:hardwaiver@virginia.edu) to request enrollment into the Aetna Student Health plan within 30 days of losing current insurance coverage. Student Health will calculate the premium and complete the enrollment application.
  - A prorated amount will be calculated and added to the student's SIS account.
- You can award a subsidy for the QLEs. The health insurance award/item type defaults to the amount charged on the account.
- You can find the actual charge on the student's account via the View Customer Accounts page in SIS.

### Spring 2022 Enrollment

- Monday, November 29, 2021, the Aetna website opens for spring students subject to the hard waiver where they can waive and enroll. These would be new students or students who were on study abroad or affiliated in the fall and are returning in the Spring.

## Reminder: Withdrawn Students

- For students who have withdrawn, cancelled, or have moved to Affiliated Status, you need to make sure to back out their awards in SAFM.
- You can run the SAFM Discrepancy Reports to help you identify these students.
  1. Cancel Package
  2. Reverse any stipends, zero out the amounts, and move through the workflow
  3. Cancel health insurance, move reversal through the workflow (if the package was a qualified GRA or GTA package, make sure to zero out the GRA and GTA hours before reversing the health insurance. Note: If you cancel the entire GRA/GTA package, and also wish to cancel the health insurance you will need to zero out the GRA/GTA hours.



## SIS Responsibilities & Training + ESHARP

- For list of all SIS responsibilities and training required, navigate to the [ITS website](#) > Systems – Administrative > Student Information System (SIS) > SIS: Responsibilities and Training.
- General reminder: if you need to change your org access, you will need to submit an ESHARP 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 an esharp request:
  - Log in to ESHARP: <https://cacs-web-prd.web.virginia.edu/esharp>
  - Select Student Information System (SIS).
  - Select Request Add/Remove Access > New Request > Continue.
  - Select the UV FA SAFM User GRAD <for your school> under Financial Aid.

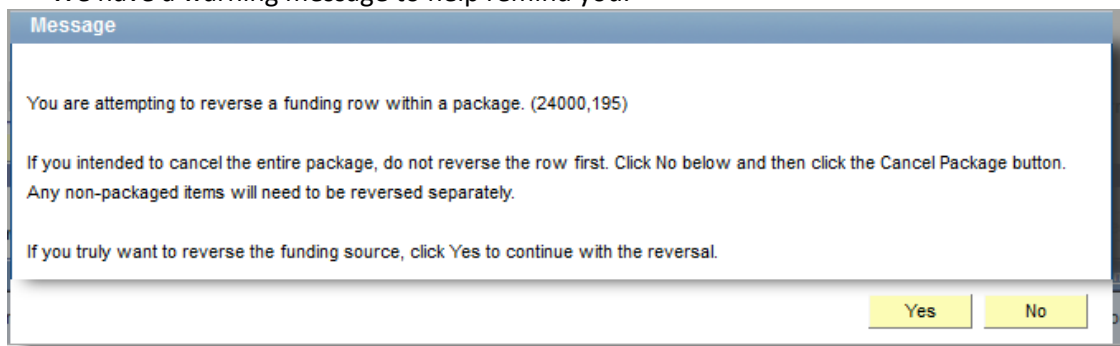
- Complete the form; make sure that the action selected is "Add" and make sure you note which org(s) you will need access to and which org(s) you no longer need access to.
- Click continue and then Submit Request for Review

### **Reminder: Wages in Approved Go to Processed Overnight**

- Wages are not interfaced to Oracle. However, the system moves wage awards in Approved to Processed nightly. This aids users in cancelling packages (awards must be in start, processed, or rejected for packages to be cancelled).
- Questions? Check with you School Admin regarding your school’s business process regarding wages.

### **Reminder: Reversals vs. Cancel Package**

- Do you have any questions about when you should reverse a fund source vs. cancel a package?
- If you just need to change the source of the funding (the target/PTAEO), then you should reverse the fund source and move the offset entry through the workflow. (For GSAS, this only applies when the funding has not been defaulted.)
- If the student truly needs a different package, then click Cancel Package and proceed.
- If you cancel a package by accident and save, you will need to move the cancelled package elements through the workflow to approved and then repackage.
- We have a warning message to help remind you:



### **Reminder: Health Insurance in 2021-22**

- We have two rates for annual health insurance for this year. This is due to the coverage date changing for new students to August 1st from August 15th. Returning students will pay a reduced rate of \$3,027 compared to \$3,148 to account for the 15-day overlap in coverage time.

### **Getting Help: Resources and Contacts**

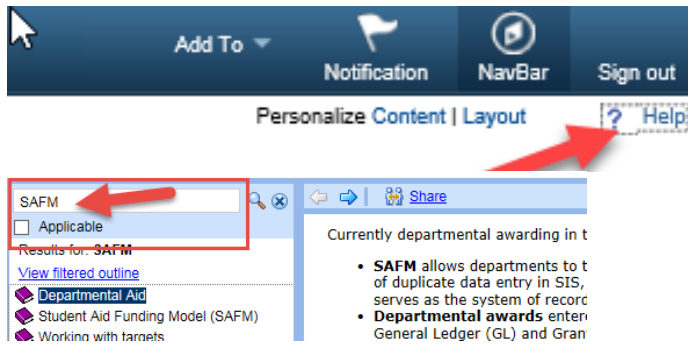
#### **DAUG WEBSITE**

<http://sfs.virginia.edu/internal/deptaid>

#### **DAUG EMAIL LIST**

If you are not already receiving these emails, contact Sarah.

#### **TRAINING MATERIALS & QUICK GUIDES**

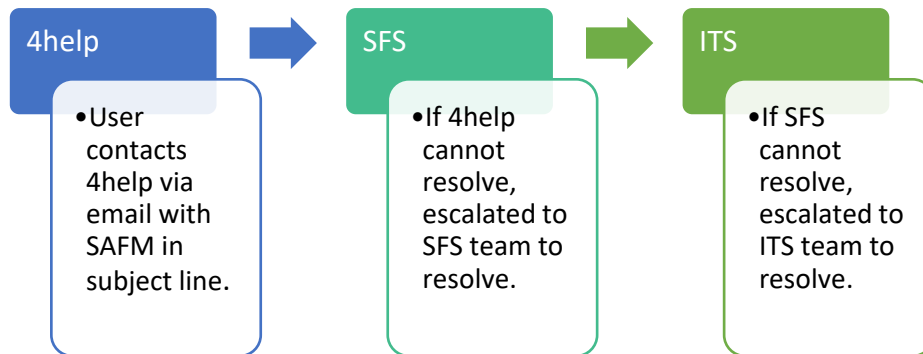


## SCHOOL ADMINS

School/Unit	School Admin	Phone	Email
Architecture	Carolyn Buchanan	4-6228	ceb4gw
BIMS	Fay Miller	4-2217	fmiller
Curry	Dana Stanley	4-7161	dfb6n
Engineering	Jo Estep		jce2m
GSAS	Lloyd Banks	4-3919	lb3ne
Nursing	Austin Stajduhar	4-0066	ans6n
Batten	Cindy Moore	2-2033	chm3b

## STILL NEED HELP?

Send questions to [4help@virginia.edu](mailto: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



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## Questions?

