

# Departmental Aid User Group (DAUG)

**November 2023** 

**Topics** 

**Important Dates** 

New SAFM Question Email Process!

Recent SAFM Fixes

Health Insurance

Withdrawn Students

Guest Speaker: Phillip Trella

University Scholarship and Fellowship Project

Getting Help: Resources and Contacts

**Important Dates** 

https://sfs.virginia.edu/departmental-aid-users

| Calendar Item                                       | Date                         |  |
|---|------------------------------|--|
| 2023 Fall Tuit Calc'ed (waivers go from \$1 to amt) | July 7, 2023                 |  |
| Aetna Student Health Ins Website Opened             | 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              |  |
| Fall Students w/Past Due or No Enrollment Cancelled | September 17, 2023           |  |
| 2023 SAFM/DA Closes for 2022-23 Entry               | September 27, 2023           |  |
| Health Insurance Charges Posted                     | September 29, 2023           |  |
| Health Ins Subsidy Fall Disbursement                | October 2, 2023              |  |
| Health Ins Due Date                                 | October 31, 2023             |  |
| 2024 Spring Tuit Calcs (waivers go from \$1 to amt) | November 10, 2023            |  |
| All 2024 Spring Entries Should Be Approved          | December 8, 2023             |  |
| Spring Term Charges Notification (BUSN, GRAD, UGRD) | December 12, 2023            |  |
| 2024 J-Term   | January 2-12, 2024           |  |
| Spring Financial Aid Disburses (GRAD/UGRD)          | January 8, 2024              |  |
| Spring Health Ins Disbursement                      | January 8, 2024              |  |
| Spring Tuition Due (BUSN, GRAD, UGRD)               | January 10, 2024             |  |
| Spring First Day of Classes                         | January 17, 2024             |  |
| Spring Students with No Enrollment Cancelled        | TBD, but likely 1/29 or 1/30 |  |

# Stipend Disbursement Dates August 2023-August 2024

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

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: <a href="https://sfs.virginia.edu/tuition-billing-payment/refunds/refunds">https://sfs.virginia.edu/tuition-billing-payment/refunds/refunds</a>

\*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 12/15 to be refunded via SIS. 12/15 date affirms students receive payment by January 1, 2024. The University is Closed Monday 12/25/2023 – Monday 1/1/2024.

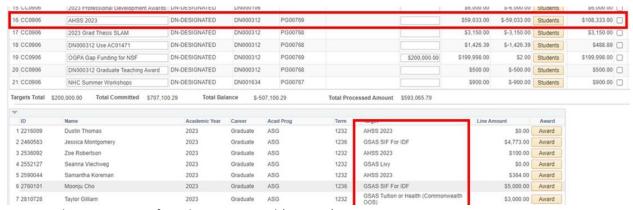
## **New SAFM Question Email Process!**

- As of Monday, October 16<sup>th</sup>, please send all of your SFS related questions to <u>sfs-internal@virginia.edu</u>. 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.

#### **Recent SAFM Fixes**

We had a number of small updates, fixes, and enhancements that went in to SAFM since our last meeting. These changes should likely appear in Production after the freeze:

- Saving when Target Amt > Award Amt (CR6149)
  - o In some cases, the SAFM page would allow a user to save if the amount awarded was higher than the total of the actual award type. Those cases have now been prevented.
- Wrong Targets Appearing on Target's Student List (CR6207)
  - These "Students" button on the Target page will provide a list of those who have been assigned funding for a given target. This list was accurate, but the view would return incorrect information.
  - Occasionally as seen in the image below, the sequencing on the awarding page would make it so a student list for a target may show awards from a different target.
  - We've changed the sequencing so only those awards associated with the target appear.



- Changing Term After Choosing Award (CR6206)
  - Previously, users could choose a Term, select a term-specific award (e.g. February Stipend), then save the page under a different term.
  - Doing so would prevent the user from accessing the page later, as the disrupted logic would break the page.
  - These instances were rare, as this did not affect students who were assigned a packaging plan, as doing so locks the term field.
  - The term field now locks when any award is selected.
- Fund Validation for Grants Batch & Online (CR6092)
  - When authorizing/disbursing aid in Batch (UVFA0008) or on the DA page, the FDM Spend Category Validator code needed to be modified to add the Spend Category as a distinct value to allow validation for Grants where there are multiple descriptions (e.g. Allowed AND Not Allowed). This allows the spend category to validate if it is Allowed in any descriptions.
- DA Central Page Recreated (CR6141)
  - Users with access to previous Aid Years could not access the DA page to enter updates. They can now award to previous Aid Years.
- FA Local Admin Data security expansion to DA Central (CR6214)
  - A user role important to the Financial Aid office now includes DA Central page access.
- Nursing Non-Degree Program opened to SAFM
  - o Non-degree Nursing students can now enter limited awards in SAFM.

#### **Health Insurance**

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

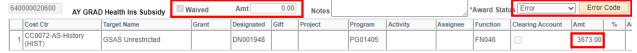
- If a student has a qualifying life event, they may be able to sign up for health insurance mid-year (after the enrollment period has ended.)
  - The student should email <a href="mailto:hardwaiver@virginia.edu">hardwaiver@virginia.edu</a> to request enrollment into the
     Aetna Student Health plan 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 2024 Enrollment**

• In late November, 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.

#### **Health Insurance Waived in Fall**

- As you're awarding Spring, you may get an error that reads "The PATEO amounts do not equal
  you award total". This may be because the Health Insurance Subsidy was waived, so the
  awarded amount is greater than \$0.
- This award must be reversed before you can add any new awards!



# **Withdrawn Students**

- For students who have withdrawn, cancelled, or have moved to Affiliated Status, <u>you need to</u> 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.



# **Guest Speaker: Phillip Trella**

- UVA's Director of Graduate and Postdoctoral Affairs is sharing details from the <u>Final Report of</u>
   the <u>Graduate Stipend Task Force</u>, produced in tandem with Evan Barrow and Todd Moellendick.
   This will include:
  - Changes which have already been made.
  - School Admin Meetings returning to a regular frequency.
  - Feedback and input on grad aid user community resources.

# **University Scholarship and Fellowship Project**

<u>Project Goal</u>: SFS is leading the University's initiative to align scholarship and fellowships with the President's Office and General Counsel's guidance following the Supreme Court rulings. We'll be offering templates and guidance to the schools, focusing on two key goals: clear documentation for transparency and supporting compliance with the President's Office and General Counsel's guidance. This project may have an impact on various stakeholders across the schools and units.

# **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  | Aashiya Aryal    |        | dap7an  |
| GSAS         | Evan Barrow      |        | egb5z   |
| Nursing      | Reece Meares     | 4-1978 | tma4gm  |

## **ADDITIONAL HELP**

Send any additional questions to <u>sfs-internal@virginia.edu</u>. Entering "SAFM" in the subject line will help us triage more quickly.

