

November 2020

Topics

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Important Dates

Calendar Item	Date
2020 NOGS Academic Categories Added in SIS	September 7, 2020
2020 Fall Health Insurance Charges Placed in SIS	September 30, 2020
2020 Health Insurance Subsidy Fall Disbursement	October 1, 2020
2020 Fall Health Insurance Due Date	October 31, 2020
2021 Spring Tuition Calcs (waivers from \$1 to tuit)	December 14, 2020
2021 Spring Hard Waiver Site Opens	December 17, 2020
2021 Spring Entries Should be "Approved" in SAFM	January 21, 2021
2021 Health Insurance Subsidy Spring Disbursement	January 22, 2021
2021 Spring Financial Aid Disburses	January 22, 2021
2021 Spring First Day of Classes	February 1, 2021
2021 Spring Tuition Due	February 12, 2021
2021 Spring Students w/ Past Due, No Enrlmnt, Cxl'ed	No cancellation
2021/2022 Tuition and Fees Approved	March 2021
SAFM/DA Open for 2021-22 Entry	April 2021

SAFM/DA Closed for 2019-20

- 2019-20 SAFM inactivated. You are still able to view information, but not edit/make changes.
- Changes? Email 4help@virginia.edu with SAFM in the subject line.

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 sth-ins@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 2021 Enrollment

- Thursday, December 17, 2020 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Reminder: Withdrawn Students

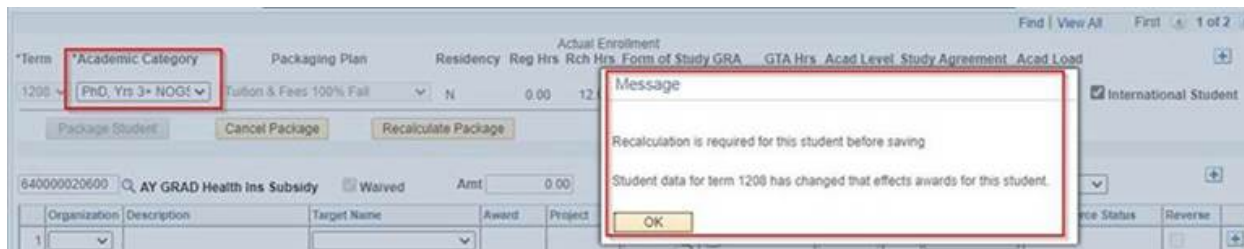
- For students who have withdrawn, cancelled, or have moved to Affiliated Status, you need to make sure to back out their awards in SAFM.
- You can run the SAFM Discrepancy Reports to help you identify these students.
 1. Cancel Package
 2. Reverse any stipends, zero out the amounts, and move through 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.



New NOGS Academic Categories

- On Nov 25th, we included several new award packages for those students who have designated themselves as Not-On-Grounds (NOS1) for the upcoming Spring term. These students will be paying a different comprehensive fee and will need to have their SAFM packages re-awarded to reflect the change in rates.
- The students' activity guide will start on 12/14; after that date you can find a list of the not on grounds students using UBI. To do so, please use the "Other filters" option to look for those in the NOS1 student group for Spring.
- This pop-up message only applies those students who are Not-On-Grounds and therefore need their package changed to the NOS1 options. They will not be changed automatically; they will need manual updates to the Academic Category. Changing this will allow you to select the "Recalculate Package" button.

- Only the 100% T&F waivers will show that prompt to recalculate the award. Other awards that are not a waiver that pays 100% of tuition and fees (e.g. limited awards) will omit this message. However, you still should check the student's award and the charges on their account to see if they need to reduce the award.



SIS Responsibilities & Training + ESHARP

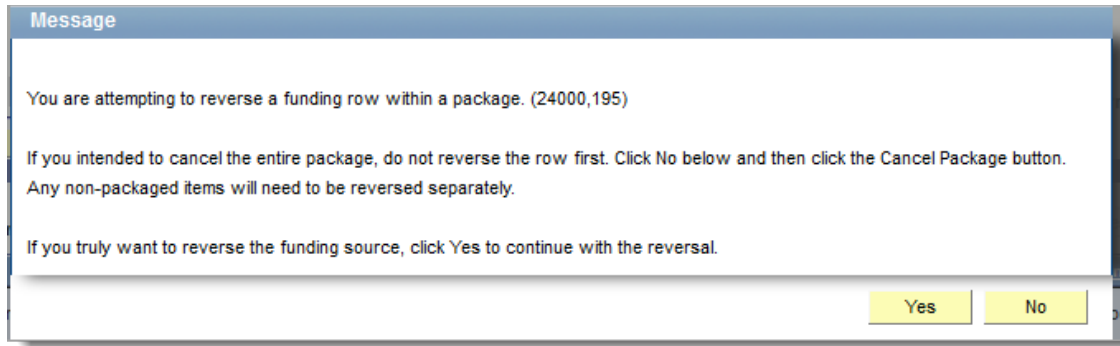
- For list of all SIS responsibilities and training required, navigate to the [ITS website](#) > Systems – Administrative > Student Information System (SIS) > SIS: Responsibilities and Training.
- General reminder: if you need to change your org access, you will need to submit an ESHARP request so that 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:



Tuition & Health Insurance in 2021-22

- FYI – The 2021-22 tuition will Not go to the BOV until March 2021. We will need to delay the opening of SAFM for 2021/22 until April.
- Also, we do not typically have approved health insurance rates in March/April. When you start awarding in April 2021:
 - Until we have the approved rate, when you package a student, an “estimated” amount for the health insurance rates will populate as the award level amount for health insurance.
 - You can go ahead and award (package, cancel package, repackage, etc.) as normal without the finalized health insurance rate. But, you will not be able to move the health insurance award past start (defaulted to Start status and grayed out).
 - We will also ensure that health insurance cannot be interfaced from SAFM to the Departmental Award area.
 - Once the rate has been approved (likely by May), the health insurance amounts will be updated and the Award Status box will open up. 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.

Getting Help: Resources and Contacts

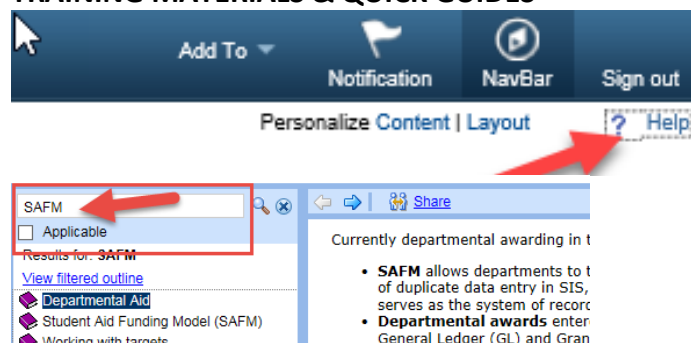
DAUG WEBSITE

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

DAUG EMAIL LIST

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

TRAINING MATERIALS & QUICK GUIDES

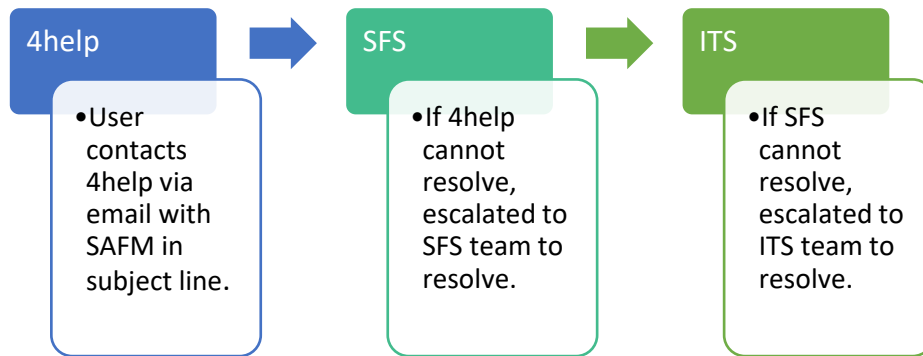


SCHOOL ADMINS

School/Unit	School Admin	Phone	Email
Architecture	Carolyn Buchanan	4-6228	ceb4gw
BIMS	Fay Miller	4-2217	jff3f
Curry	Dana Stanley	4-7161	dfb6n
Engineering	Joan Wicks	4-4380	jew9s
GSAS	Lloyd Banks	4-3919	lb3ne
Nursing	Julie Kusnerik	4-1978	jak8bz
Batten	Cindy Moore	2-2033	chm3b

STILL NEED 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?

