

November 2017

Topics

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Releasing Financial Aid Information

- The Department of Education has provided some new guidance about what FAFSA data can be released related to parties other than students.
- Presentation by Sabrina Whitcomb, Associate Director, Training and Compliance, Student Financial Services.

News, Announcements, and Important Dates

- Review important dates for 2017-18 (available on the DAUG website): <http://sfs.virginia.edu/internal/deptaid>.
- ***DATE CHANGE:** Spring tuition will NOT calculate on Nov. 10; instead it will calculate on Nov. 17.

HR/Fin Integrated System Annual Fall Patching

- The Integrated System will undergo annual application and technical patching in mid-November, 2017. The production system will be unavailable beginning Saturday, November 18th 5:00 AM and will be back up and operational on Monday morning November 20th at 7:00 AM.
- In SAFM, any awards you move to Approved on Friday, November 17 will not be set to Processed and interfaced to the Departmental Aid page until Monday night, November 20.
- SAFM will be unavailable for awarding starting at 5pm, November 17; it will be available again on Monday @ 7am. *SAFM will be view only during this time.

Reminder: 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, the student should email 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 enter the prorated amount in SAFM. The health insurance award/item type defaults to the standard amount, but you may change it.

- You can find the actual charge on the student’s account via the View Customer Accounts page in SIS.

Upcoming Enhancement: Health Insurance in 2018-19

- Background: The BOV approves graduate tuition in December, but we do not have the approved health insurance rates until the spring. In the past, we have not been able to open SAFM until health insurance rates are approved. Often, that has been late spring. For a variety of reasons, some schools would like to be able to award students in SAFM before health insurance rates are approved.
- New for 2018-19 awarding:
 - 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 in April or 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.
- General reminder: Grad Health is NOT in the package. In SAFM, grad health is added when the package student button is pushed, but it is not in the package. This was intentional; if a package is cancelled, the health insurance is not automatically cancelled.

Reporting: Reminder, Transition to UBI & Training

- Reminder: SAFM and DA reports are transitioning to UBI.
- The planned sunset for Discoverer SIS reporting: December 31, 2017.
- The Discoverer reports have crosswalk information at the top (so that you can find the equivalent report in UBI). Example:

University of Virginia Award Status Report

UBI Report Information: UBI Module: SIS_FA_SAFM / UBI Tab (Report): Award Status

- For UBI Training: SIS eLearning is available in the Integrated System.
 - eLearning was offered concurrently with the UBI Instructor-led offering through October
 - After October, training online only.
 - To register and complete SIS eLearning:
 - Subscribe to the UBI Reporting – SIS Learning Path in the Integrated System Self-Service.
 - If you have any questions about subscribing and completing a Learning Path, you can consult this page: [Instructions for Completing a Learning Path](#).

Learning Path: UBI Reporting - SIS

To complete this learning path, you must complete the total number of mandatory courses within the path. To complete this learning path, you must complete the total number of mandatory courses within the path. To complete this learning path, you must complete the total number of mandatory courses within the path.

Mandatory Courses Completed 0 of 3

Sections

Select Learning Path Section	Completion Type
<input checked="" type="radio"/> Intro to UBI - SIS	All Components Mandatory
<input type="radio"/> Advanced UBI	All Components Optional

Courses: Intro to UBI - SIS

Course
Intro to UBI - SIS Part 1
Intro to UBI - SIS Part 2
Intro to UBI - SIS Part 3

INTRO TO UBI UNIVERSITY BUSINESS INTELLIGENCE

GET STARTED

PART 1

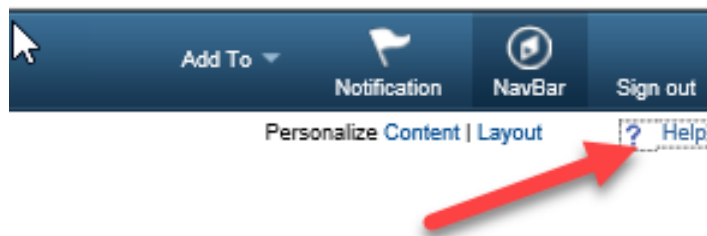
UNIVERSITY OF VIRGINIA

Meetings: Upcoming Dates, Times, Locations

- Upcoming monthly DAUG Meetings:
 - Wednesday, 12/13/17 Location: Ruffner 206
 - Wednesday, 1/10/18 Location: Ruffner 206
 - Wednesday, 2/14/18 Location: Ruffner 206
 - Wednesday, 3/13/18 Location: Ruffner 206
 - Wednesday, 4/11/18 Location: Ruffner 206
- Topics you would like to see us review/discuss? Please let us know.

Reminder: Getting 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.



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- Bookmark and visit the DAUG website: <http://sfs.virginia.edu/internal/deptaid>. Regularly updated and includes these and other DAUG meeting notes, important dates, links to quick guides, etc. Note: You can also search on the UVA website to find the site:

SEARCH

UVA WEB

5 Results

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DEPARTMENTAL AID USERS | STUDENT FINANCIAL SERVICES, U.VA.

Calendar/Schedule. Department Aid User Group -- monthly recurring (DAUG)

- Contact your School Admin/Local Expert via email or phone.

School/Unit	School Admin	Phone	Email
GSAS	Lloyd Banks	4-3919	lb3ne@Virginia.EDU
Curry	Katie Walker	3-4585	kwalker@virginia.edu
Engineering	Joan Wicks	4-4380	jew9s@virginia.ed
BIMS	Fay Miller	4-2217	fmiller@virginia.edu
Nursing	Adam Seid	4-0067	ads8n@Virginia.EDU
Architecture	Cynthia Keifer	4-6442	cgk4h@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"**. You do not need to copy anyone.
- 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. Additionally, if someone is out of the office, your email is routed to others who can help.
- 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.