

November 2019

Meeting Cancelled – Notes are below

Topics

- Important Dates
- Reminder: SAFM Inactivated Past Years
- Reminders: Health Insurance
- Reminder: Withdrawn Students
- SIS Responsibilities & Training + ESHARP
- Reminder: Wages in Approved Go to Processed Overnight
- Reminder: Reversals vs. Cancel Package
- Reminder: Health Insurance in 2020-21
- Getting Help: Resources and Contacts



Important Dates

Calendar Item	Date
2019 Fall Health Insurance Charges Placed in SIS	September 27, 2019
2019 Health Insurance Subsidy Fall Disbursement	October 1, 2019
2019 Fall Health Insurance Due Date	October 31, 2019
2020 Spring Tuition Calcs (waivers from \$1 to tuit)	November 15, 2019
2020 Spring Hard Waiver Site Opens	November 18, 2019
2020 Spring Entries Should be "Approved" in SAFM	December 6, 2019
2020/2021 Tuition and Fees Approved	December 6, 2019
2020 Spring Financial Aid Disburses	January 6, 2020
2020 Spring Tuition Due	January 8, 2020
2020 Spring First Day of Classes	January 13, 2020
2020 Health Insurance Subsidy Spring Disbursement	January 15, 2020
2020 Spring Students w/ Past Due, No Enrlmnt, Cxl'ed	January 21, 2020
SAFM/DA Open for 2020-21 Entry	Mid-March 2020

SAFM/DA Closed for 2018-19

- 2018-19 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 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 2020 Enrollment

- Monday, November 18, 2019 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Reminder: Withdrawn Students

- For students who have withdrawn, cancelled, or have moved to Affiliated Status, you need to make sure to back out their awards in SAFM.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

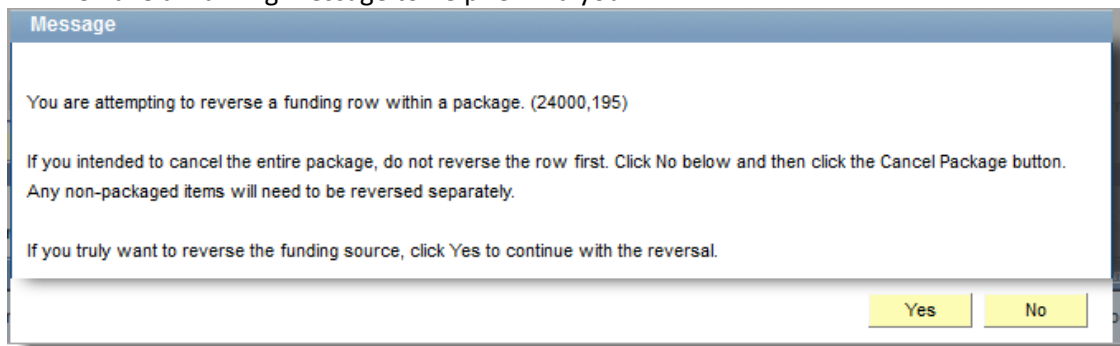
- For list of all SIS responsibilities and training required, navigate to the [ITS website](#) > Systems – Administrative > Student Information System (SIS) > SIS: Responsibilities and Training.
- General reminder: if you need to change your org access, you will need to submit an ESHARP request so that 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 2020-21

- FYI - Even though the BOV approves graduate tuition next month, we do not typically have approved health insurance rates for the next year until the spring.
- We plan to have SAFM open in mid-March 2020. When you start awarding in March 2020:
 - 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.

Getting Help: Resources and Contacts

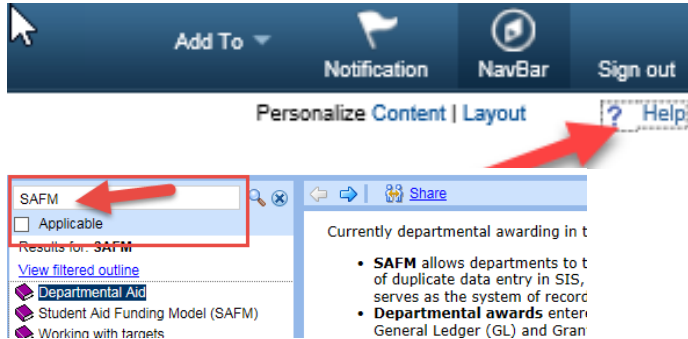
DAUG WEBSITE

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

DAUG EMAIL LIST

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

TRAINING MATERIALS & QUICK GUIDES

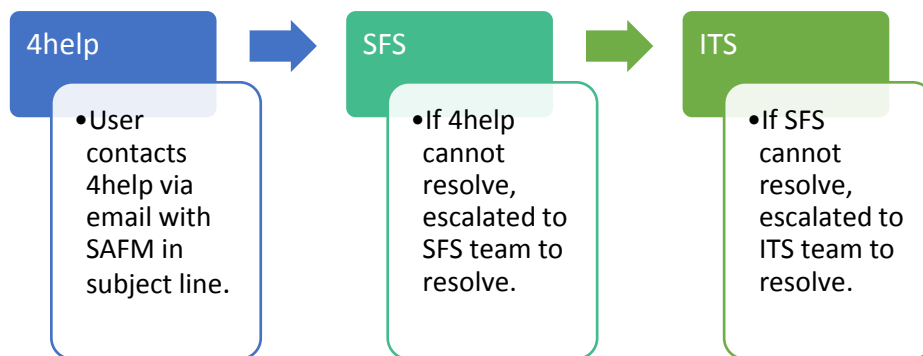


SCHOOL ADMINS

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?

