Topics

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Important Dates

Calendar Item	Date
SAFM/DA Opened for 1186, 1188, 1191, 1192 Entry	3/15/18
2018 Summer Tuition Calc'ed	4/16/18
Last Day to Get All Your Entries in SAFM for Summer 2018	5/18/18 (so tuition showed as anticipated aid)
2018 Summer Session 1 Began	5/21/18
Last GA Interface to Oracle for FY2018	6/22/18 ("approved" in SAFM by this date)
2018 Fall Tuition Calc'ed (waivers went from $1 to tuit amt)	7/6/18
Aetna Student Health Ins Website Opened	mid-July
2018 Fall Term Charges Notification	7/23/18
2018 Fall Financial Aid Disbursed	8/20/18
2018 Fall Tuition Due Date	8/22/18
2018 Fall First Day of Classes	8/28/18
2018 Students w/Past Due or No Enrollment Cancelled (Fall)	9/4/18, 4pm
2018 SAFM/DA Closes for 2017-18 Entry	9/14/18
2018 Fall Health Insurance Appeal Deadline	9/28/18
2018 Fall Health Insurance Charges Posted in SIS	9/28/18
2018 Fall Health Subsidy Award Disbursement	10/1/18
2018 Fall Health Insurance Due Date	10/31/18
2019 Spring Tuition Calculates (waivers from $1 to tuit)	11/9/18
All Spring 2019 Entries Should be Approved	12/7/18 ("approved" in SAFM by this date)
2019 Spring Term Charges Notification	12/10/18 (BUSN MBA, UGRD, GRAD)
2019 J-Term	January 2 - 12, 2019
2019 Spring Financial Aid Disburses	1/4/19
2019 Spring Tuition Due	1/9/19
2019 Spring First Day of Classes	1/14/19
2019 Spring Students with Past Due, No Enrollment Cxl'ed	Mid-January 2019 (determined by SFS)
2019 Spring Health Insurance Spring Disbursement	Early March (Date TBD)
SAFM/DA Open for 2019-20 Entry	Mid-March 2019

2018-19 Stipends

Disbursement	Disbursement Date
September	8/23/2018
October	9/21/2018
November	10/23/2018
December	11/16/2018
January	12/17/2018
February	1/23/2019
March	2/22/2019
April	3/22/2019
May	4/23/2019

SAFM/DA Closed for 2017-18

- 2017-18 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

Charges Posted

- UVA posted the Aetna Student Health Insurance plan annual premium of $2,830 to the SIS accounts of students who enrolled, failed to submit adequate documentation, or whose health plans were determined not to provide comparable coverage.

Cancelling Health Insurance for Students that Waived

- Scenario: Department entered health insurance for student, moved it to Approved, and the award is now Processed. However, the student waived their health insurance. The department needs to reverse the entry and move it through the workflow.
- To find these students: UBI SAFM Award Status Report, look for health insurance in Error, Error Reason, "Subsidy award was declined when award status is in processed."
- Find the student's award on the SAFM Awarding page; reverse the award and move it through the workflow.

SIS FA SAFM Health Subsidy Action Report

- In UBI, there is a "SIS FA SAFM Health Subsidy Action" report. This report identifies students who have enrolled in the student health plan and have a health subsidy award in SAFM, but the award is not in the processed status. Please run this report and make sure to move your students' awards through the workflow.
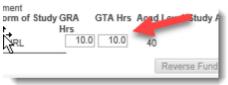
Health Insurance Life Events, Pro-rated Amounts

- 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 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.

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.

Reminder: Tasks in SAFM (PTAEO)

- This occasionally comes up from time to time, so we just wanted to remind everybody: for all tasks in SIS, they must be 8 or fewer characters.

SIS Responsibilities & Training

- For list of all SIS responsibilities and training required, navigate to the ITS website > Systems – Administrative > Student Information System (SIS) > SIS: Responsibilities and Training.

Reminder: Enrollment Discrepancy Reports (UBI)

- These are reports used to reconcile data in SAFM with enrollment data, residency, and citizenship status.
- UBI:
  - Navigate to UBI, then pull up SIS_FA_SAFM.
  - Click on the Recon tab at the top.
  - Two helpful SAFM reconciliation reports on that tab are entitled the Enrollment Discrepancy report (button) and the Award Discrepancy (button) report. (See the blue buttons below.)
  - For fixed rate schools, the Enrollment discrepancy report would not apply. You should run the Award Discrepancy report instead.

Enrolled to Affiliated Status

- We understand that the following scenario may occur: You enter awards in SAFM for a student who you assume will be a full-time student in the coming semester. However, at some point between when you have entered the funding and when the semester begins, the student's Form of Study changes from Enrolled to Affiliated. You no longer wish for the student to be fully funded.
- **Question:** Does your registrar notify you when a (funded) graduate student moves from enrolled to Affiliated Status?
- You can run the Enrollment Discrepancy report to find these students. For example, the student below was awarded but then later went to AFFL status.

Reminder: Awards in Error

- We wanted to quickly review Errors/how to correct them.
- Once you set the award to Approved, the system will pick up the awards & move them to Processed or Error.
- Errors happen at the award or fund source (PTAEO) level.

- SAFM errors are resolved by fixing the underlying issues: awards re-entered on the correct career, modifying the end date of the PATEO, etc. The system will continue, each night, to attempt to pick up items that are in Error. If the issue has been resolved, the award will then process.
- If a PATEO error cannot be fixed, you may choose to change the PATEO to a different PATEO.
- When the award status is set to "Error" all designated data entry fields including fund source fields are greyed and not available to you for that award except the status field at the award level.
- When the award status is set to "Error", the only available value for you to set on the status at the award level will be "Start" from "Error". By switching to "Start", data entry fields will be available for all fund sources under that award.
- **IMPORTANT** → Please make sure you regularly check for and take steps to correct awards in error by running the SAFM Award Status report (in UBI).
- Additional questions? See the quick guide available for errors (can be found on DAUG website).
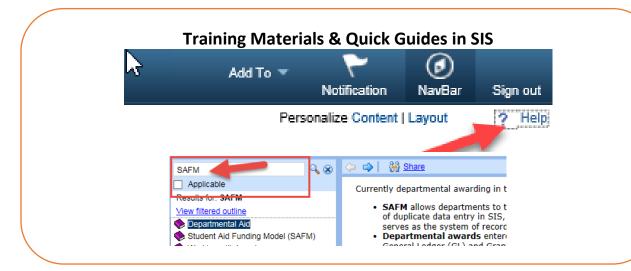
Commonwealth Awards

- Review use of Commonwealth Awards.
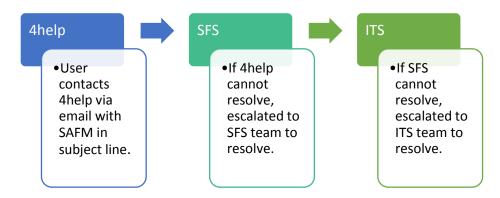
Getting Help: Resources and Contacts

> **DAUG website**
> **http://sfs.virginia.edu/internal/deptaid**

Training Materials & Quick Guides in SIS

School Admins:

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

Still need help?

Send questions to 4help@virginia.edu; enter "SAFM" in subject line.

4help	SFS	ITS
• User contacts 4help via email with SAFM in subject line.	• If 4help cannot resolve, escalated to SFS team to resolve.	• If SFS cannot resolve, escalated to ITS team to resolve.

Why 4help?

Sending your questions to 4help@virginia.edu ensures that we are able to track the issues and analyze the types of questions asked.

Questions?