

September 2018

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 |

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 |

Closing SAFM for the Previous FY

In the fall, we “close” the previous year in SAFM. 2017-18 will be inactivated in SAFM. You are still able to view information, but not edit/make changes. If changes need to be made, email 4help@virginia.edu with SAFM in the subject line.

New Item Types

We have added 4 new item types that you will see in SAFM. Sarah and Amy will provide guidance on how and when these item types should be used.

| New Item Types | |
|---|---|
| 640000210050 A&S Deans' Schol Fall Only | 640001010035 Nurs Scholarship Fall Only |
| 640000210052 A&S Deans' Schol Spr Only | 640001010037 Nurs Scholarship Spr Only |

UVAPay Overview

- The University of Virginia, in partnership with OnPlanU and Flywire, makes student account information available online for viewing and payment through UVAPay. Students access UVAPay from the Finances section of the Student Information System (SIS) Student Center.

General Health Insurance Information

- UVa will post 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.
- Students may receive an additional email from Student Financial Services about activity on their student account regarding this charge.
- Graduate students receiving the health insurance subsidy from their department do not need to make payment as the subsidy will pay the charge in SIS. (FYI - if the student is uncertain whether they are receiving a health insurance subsidy, they are told to contact their school/department directly.)

Reminder: Entering Health Insurance in SAFM

- Reminder: In SAFM, grad health is added when the package student button is pushed, but it is NOT in the package. This was intentional so that when the package is cancelled, the health insurance is not automatically cancelled.
- Health insurance item types are disburseable item types that only pay health insurance charges owed on students' accounts.
- You are able to enter any amount (but the standard rate will auto-populate). The standard rates are:
 - Academic Year Health Subsidy Amount - \$2830

- Spring Only Amount - \$1752
- You are able to cancel the health insurance award regardless of whether the student has accepted the insurance unless the student is in a qualified GRA/GTA package.
- You should cancel a health award the same way you cancel stipends (zero out the amount and move the reversal through the workflow).
- 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.

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Hrs
URL 10.0 10.0 40
Reverse Fund

- “Enrolled” or “Waived” – these will be visible/checked to indicate if the student enrolled or waived.

640000020600 AY GRAD Health Ins Subsidy Waived Amt
Organization Description Target Name Award

640000000024 GRAD Health Ins Subsidy Enrolled Amt
Organization Description Target Name Award
1 31870 AS-Astronomy AY 15-16 Health Insurance

Reminder: Cancelling Health Insurance in SAFM (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: Run 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.

Reminder: Withdrawn Students

For withdrawn or cancelled students, please make sure to back out their awards in SAFM. You can run the SAFM Discrepancy Reports (or SAFM Roster Report) 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.

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Getting Help: Resources and Contacts

DAUG website

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

2018-19 DAUG Meetings

| Date | Time | Location |
|-------------------------------|--------|-------------|
| Wednesday, September 12, 2018 | 3:30pm | Ruffner 206 |
| Wednesday, October 10, 2018 | 3:30pm | Ruffner 206 |
| Wednesday, November 14, 2018 | 3:30pm | Ruffner 206 |
| Wednesday, December 12, 2018 | 3:30pm | Ruffner 206 |
| Wednesday, January 9, 2019 | 3:30pm | TBD |
| Wednesday, February 13, 2019 | 3:30pm | TBD |
| Wednesday, March 13, 2019 | 3:30pm | TBD |
| Wednesday, April 10, 2019 | 3:30pm | TBD |
| **Break for Summer** | | |

Training Materials & Quick Guides in SIS

The screenshot shows a dark blue navigation bar with icons for 'Add To', 'Notification', 'NavBar', and 'Sign out'. Below the bar are links for 'Personalize Content | Layout' and a 'Help' button with a question mark icon. A red arrow points to the 'Help' button. Below the navigation bar is a search bar containing 'SAFM'. A red arrow points to the search bar. The search results show a list of items, including 'Departmental Aid' and 'Student Aid Funding Model (SAFM)'. To the right of the search results is a text area with the heading 'Currently departmental awarding in t' and a bulleted list of points.

- SAFM allows departments to t of duplicate data entry in SIS, serves as the system of record
- Departmental awards enter

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.



Questions?

