

# Departmental Aid User Group (DAUG)

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
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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 <a href="mailto:4help@virginia.edu">4help@virginia.edu</a> 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.

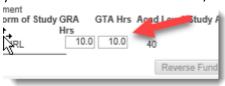
#### **General Health Insurance Information**

- 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 disbursable 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.



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



## 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.

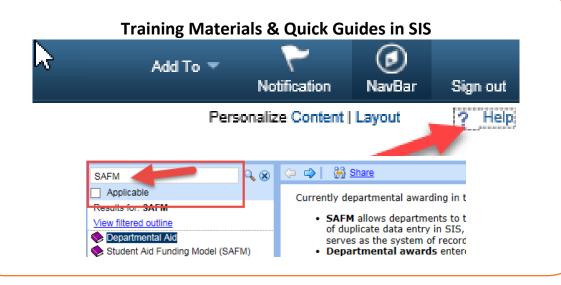
- 1. Cancel Package
- 2. Reverse any stipends, zero out the amounts, and move through the workflow
- 3. Cancel health insurance, move reversal through the workflow (if the package was a qualified GRA or GTA package, make sure to zero out the GRA and GTA hours before reversing the health insurance. Note: 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.

# **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**						



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.

