



Sept 2023

Topics

*Important Dates*

*Closing SAFM/DA for the Previous Year*

*RBA Requests – Align Role to Cost Center(s)*

*SAFM Errors*

*Health Insurance*

*Withdrawn Students*

*Farewell Sarah Doran!*

*Getting Help: Resources and Contacts*



## Important Dates

Calendar Item	Date
2023 Summer Tuition Calc'ed	March 31, 2023
Graduate Fall Enrollment	April 5, 2023
SAFM/DA Open for FY 2024	May 22, 2023
Summer Term Began	May 22, 2023
Last SAFM Interface to Workday for FY2023	June 23, 2023 (morning)
2023 Fall Tuit Calc'ed (waivers go from \$1 to amt)	July 7, 2023
Aetna Student Health Ins Website Opened	July 17, 2023
Fall Term Charges Notification	July 18, 2023
Fall Financial Aid Disburses (GRAD/UGRD)	August 14, 2023
Fall Tuition Due Date	August 16, 2023
Fall First Day of Classes	August 22, 2023
Aetna Website Last Day to Enroll/Waive	August 31, 2023
Fall Students w/Past Due or No Enrollment Cancelled	September 17, 2023
2023 SAFM/DA Closes for 2022-23 Entry	September 27, 2023
Health Insurance Charges Posted	September 29, 2023
Health Ins Subsidy Fall Disbursement	October 2, 2023
Health Ins Due Date	October 31, 2023
2024 Spring Tuit Calcs (waivers go from \$1 to amt)	November 10, 2023
All 2024 Spring Entries Should Be Approved	December 8, 2023
Spring Term Charges Notification (BUSN, GRAD, UGRD)	December 12, 2023
2024 J-Term	January 2-12, 2024
Spring Financial Aid Disburses (GRAD/UGRD)	January 8, 2024
Spring Health Ins Disbursement	January 8, 2024
Spring Tuition Due (BUSN, GRAD, UGRD)	January 10, 2024
Spring First Day of Classes	January 17, 2024
Spring Students with No Enrollment Cancelled	TBD, but likely 1/29 or 1/30

### Stipend Disbursement Dates August 2023-August 2024

Stipend	Disb Date
August 2023	7/21/2023
September 2023	8/23/2023
October 2023	9/22/2023
November 2023	10/23/2023
December 2023	11/17/2023
January 2024	12/15/2023
February 2024	1/23/2024
March 2024	2/23/2024
April 2024	3/22/2024
May 2024	4/23/2024
June 2024	5/23/2024
July 2024	6/17/2024
August 2024	7/23/2024

\*\* If student has direct deposit, should receive \$\$ within 3-5 business days; will get an email from SIS confirming timing.

### Closing SAFM/DA for the Previous Year

- SAFM for the 2022-23 Aid Year will be inactivated on Wednesday (9/27). You are still able to view information, but not edit/make changes.
- Changes? Email Sarah Doran with SAFM in the subject line.

### RBA Requests – Align Role to Cost Center(s)

When requesting SAFM User roles, you must include the Cost Center(s) that you wish to have access. The Cost Centers must align with the department to which you are requesting access.

For example, if you are requesting access to “CC0451-EN-Dean’s Office” you should request the Engineering SAFM User role:

- UV FA SAFM User: Biomedical Sciences
- UV FA SAFM User: Graduate School of Architecture
- UV FA SAFM User: Graduate School of Data Science
- UV FA SAFM User: Graduate School of Engineering and Applied Science
- UV FA SAFM User: Graduate School of Nursing
- UV FA SAFM User: Other
- UV FA SAFM User: Provost

### SAFM Errors

Just a reminder that you can use the Award Status page in SIS to review any errors out there in SAFM (assuming you don’t want to use the UBI reports). To do so, use a Status of “Error” on the page and complete the remaining required fields:

## SAFM - Award Status Page WD

\* Fiscal Year  🔍

\* Status  ▼

\* Career  ▼

\* Term  🔍

## 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](mailto: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 2024 Enrollment

- In late November, 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.

## 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.

Form of Study	GRA Hrs	GTA Hrs	Acad Level	Study A
RL	<input type="text" value="10.0"/>	<input type="text" value="10.0"/>	40	

## Farewell Sarah Doran!

- Our Student Financial Services guru will be retiring at the end of October but will return in January in a part-time capacity.
- Her duties will be taken over by several people, so stay tuned for more information about that coming soon!

## Getting Help: Resources and Contacts

### DAUG WEBSITE

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

### DAUG EMAIL LIST

If you are not already receiving these emails, let us know and we can add you.

### SCHOOL ADMINS

School/Unit	School Admin	Phone	Email
Architecture	Carolyn Buchanan	4-6228	ceb4gw
Batten	Cindy Moore	2-2033	chm3b
BIMS	Fay Miller	4-2217	fmiller
Ed. & HD	Dana Stanley	4-7161	dfb6n
Data Science	Diane Wendelken	3-5132	dw4va
Engineering	Aashiya Aryal		dap7an
GSAS	Evan Barrow		egb5z
Nursing	Reece Meares	4-1978	tma4gm

### ADDITIONAL HELP

Send questions to Kyle (krl3b) and Sarah (sbj3w) to get assistance; Entering "SAFM" in the subject line will help us triage more quickly.



## Questions?

