

**Organizational Tree Submission and Estimated Processing Timeline**

Org Tree Submission Type	FY25 Submission Months						FY26 Submission Months					
	January '25	February '25	March '25	April '25	May '25*	June '25*	July '26*	August '26*	September '26	October '26*	November '26**	December '26***
	Estimated Processing Month for Approved Org Tree Requests											
Description Change	February	March	April	May	August	August	August	September	October	November	January	January
New DeptID	February	March	April	May	August	August	August	September	October	November	January	January
Org Node Request <b>with New DeptIDs and New Org Nodes Only (No Transfers)</b>	February	March	April	May	August	August	August	September	October	November	January	January
Org Node Request <b>_with Transfer of Existing Org Nodes/DeptIDs</b>	August	August	August	August	August	August	August	September	October	November**	August	August
Org Node Request for <b>New L4 Department*****</b>	March	April	May	August	August	August	September	October	November	December	January	February
Entity Hierarchy Redesign <b>Excludes Org Node / DeptID Transfers</b>	February	March	April/May*	May/August*	August	August	August	September	October	November	January	January
Entity Hierarchy Redesign <b>Includes Transfer of existing DeptID's and Org Nodes</b>	August	August	August	August	August	August	August	September	October	November**	August	August
DeptID Planned Inactivation's *****	January	January	January	January	January	January	January	January	January	January	January	January

\*Master Org Tree closed to all changes May 31 through fiscal close. Depending on how extensive a Entity Hierarchy Redesign request is, if received in April or May and requires follow up by the Org Tree Change Review Committee, the request may not be processed until after fiscal close.

\*\*Master Org Tree closed to all Org Node and DeptID transfers after November 30. Committee approved transfers received after the submission deadline will be added to the tree after fiscal close.  
 \*\*\*Master Org Tree closed to all changes in December.

\*\*\*\*DeptID Planned Inactivation submissions can be submitted at any time either by itself or as part of a Entity Hierarchy Redesign. Planned inactivation is a annual process. The date for coding DeptIDs for planned inactivation/restriction for planning in CalPlan is still to be determined. **Estimated processing is by the end of January. Request received after the submission deadline will be processed during the next processing period. Please check the DFL Weekly for updates.**

\*\*\*\*\*Due to changes in how the BFS Security team processes new L4's and the Journal Source Codes associated with them in BFS, the estimated time for a new L4 to be fully configured to allow journal preparation and approval is 2 months. Please contact dfl\_concierge@berkeley.edu for any urgent processing needs.

**Examples:**  
**New DeptID requests** submitted in March for FP&A review and approval have a end of April estimated processing time.

**Org Node Request with Transfer of Existing Org Nodes/DeptIDs** submitted in January for FP&A review and approval have a end of August estimated processing time. Processing could also be delayed to September if there are issues to resolve during any of the end-year processes.

**Entity Hierarchy Redesign request with Org Node and DeptID moves** submitted in February for FP&A review and approval have a end of August estimated processing time. Processing could also be delayed to September if there are issues to resolve during any of the end-year processes.