

**Organizational Tree Submission and Estimated Processing Timeline**

Org Tree Submission Type	2019-20 Submission Months													
	November	December***	January	February	March	April	May	June	July	August	September	October	November	December***
	Estimated Processing Month for Approved Org Tree Requests													
Description Change	January	January	February	March	April	May	August	August	August	September	October	November	January	January
New DeptID	January	January	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>	January	January	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	Aug/Sept**	August	August	August	August	October	November	August	August
Entity Hierarchy Redesign <b>_Excludes Org Node / DeptID Transfers</b>	January	Jan/Feb	Feb/Mar	Mar/Apr	Apr/May	May/Aug*	August	August	Aug/Sept	October	November	November	Jan/Feb	Jan/Feb
Entity Hierarchy Redesign <b>_Includes Transfer of existing DeptID's and Org Nodes</b>	August	August	August	August	August	August	August	August	Aug/Sept	October	November	November	August	August
DeptID Planned Inactivations ****	December '19	December '20	December '20	December '20	December '20	December '20	December '20	December '20	December '20	December '20	December '20	December '20	December '20	TBD

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

\*\*Master Org Tree closed to all Org Node and DeptID transfers after November 30. Committee approved transfers will be added to the tree after fiscal close in August or September.

\*\*\*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. Request received by the 11/8/2019 Deadline will be coded in BFS to restrict access in CalPlan effective 12/1/2019.

**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.

**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.