### Organizational Tree Submission and Estimated Processing Timeline

<table>
<thead>
<tr>
<th>Org Tree Submission Type</th>
<th>November</th>
<th>December***</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December***</th>
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</thead>
<tbody>
<tr>
<td>Description Change</td>
<td>January</td>
<td>January</td>
<td>February</td>
<td>March</td>
<td>April</td>
<td>May</td>
<td>August</td>
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<td>September</td>
<td>October</td>
<td>November</td>
<td>January</td>
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<tr>
<td>New DeptID</td>
<td>January</td>
<td>January</td>
<td>February</td>
<td>March</td>
<td>April</td>
<td>May</td>
<td>August</td>
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<td>October</td>
<td>November</td>
<td>January</td>
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<tr>
<td>Org Node Request with New DeptID's and New Org Nodes Only (No Transfers)</td>
<td>January</td>
<td>January</td>
<td>February</td>
<td>March</td>
<td>April</td>
<td>May</td>
<td>August</td>
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<td>September</td>
<td>October</td>
<td>November</td>
<td>January</td>
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<tr>
<td>Org Node Request with Transfer of Existing Org Nodes/DeptID's</td>
<td>August</td>
<td>August</td>
<td>August</td>
<td>August</td>
<td>August</td>
<td>Aug/Sept**</td>
<td>August</td>
<td>August</td>
<td>August</td>
<td>October</td>
<td>November</td>
<td>August</td>
<td>August</td>
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<tr>
<td>Entity Hierarchy Redesign_Excludes Org Node / DeptID Transfers</td>
<td>January</td>
<td>Jan/Feb</td>
<td>Feb/Mar</td>
<td>Mar/Apr</td>
<td>Apr/May</td>
<td>May/Aug*</td>
<td>August</td>
<td>Aug/Sept</td>
<td>October</td>
<td>November</td>
<td>Jan/Feb</td>
<td>Jan/Feb</td>
<td>January</td>
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</tr>
<tr>
<td>Entity Hierarchy Redesign_Includes Transfer of existing DeptID’s and Org Nodes</td>
<td>August</td>
<td>August</td>
<td>August</td>
<td>August</td>
<td>August</td>
<td>August</td>
<td>August</td>
<td>Aug/Sept</td>
<td>October</td>
<td>November</td>
<td>August</td>
<td>August</td>
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</tbody>
</table>

**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
- 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 BIFS to restrict access in CalPlan effective 1/2/2019.

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/DeptID's 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.

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Updated 10_2019
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