

**Organizational Tree Submission and Estimated Processing Timeline**

Org Tree Submission Type	2021 Submission Months						2022 Submission Months					
	July '21*	August '21*	September '21*	October '21*	November '21	December '21***	January '22	February '22	March '22	April '22	May '22*	June '22*
Estimated Processing Month for Approved Org Tree Requests												
Description Change	November	November	November	November	January	January	February	March	April	May	August	August
New DeptID	November	November	November	November	January	January	February	March	April	May	August	August
Org Node Request <b>with New DeptIDs and New Org Nodes Only (No Transfers)</b>	November	November	November	November	January	January	February	March	April	May	August	August
Org Node Request <b>_with Transfer of Existing Org Nodes/DeptIDs</b>	November	November	November	November**	August	August	August	August	August	August	August	August
Entity Hierarchy Redesign <b>_Excludes Org Node / DeptID Transfers</b>	November	November	November	November	January/February	January/February	February/March	March/April	April/May*	May/August*	August	August
Entity Hierarchy Redesign <b>_Includes Transfer of existing DeptID's and Org Nodes</b>	November	November	November	November**	August	August	August	August	August	August	August	August
DeptID Planned Inactivation's ****	January	January	January	January	January	January	December	December	December	December	December	December

\*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 end of January.**

**Request received after the submission deadline will be processed during the next processing period. Please check the DFL Weekly for updates.**

**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.