

Interoffice Communication

Date: November 4, 2022  
To: Administrative Officers  
Business Unit Managers  
Cost Center Managers  
Finance Delivery  
HR Delivery  
IBMT  
From: Bonnie Whalen, Associate Vice President for Institutional Financial Strategy  
Subject: Deadline for Requesting Changes to Finance Cost Centers and Business Unit Organizations

Changes to finance organizational structures and hierarchies in Workday can be complex and require extensive impact analysis and data gathering prior to initiating changes. The process to review and implement these changes also requires cross-departmental collaboration between Institutional Research and the Controller's Department. To ensure requested organization changes are properly established, reviewed and financial data updated ahead of a July 1 effective date, the deadline for campus finance leaders to submit proposed changes to be effective July 1, 2023 is **Friday, December 30, 2022**.

Examples of organizational change requests would include the following:

- Move hierarchy/organizations, such as existing cost centers moved to a different business unit
- Merge organizations, such as consolidate cost centers and/or business units
- Split organizations, such as splits to cost centers and/or business units (may also merge with others)
- Create new organizations/hierarchies, such as creation of new cost centers and/or business units
- Revisions to worktag names can also be submitted as part of these requests

Please submit all requests in Workday by initiating a "Finance Organizational Change Request" and attaching the required FY2024 organization change request spreadsheet (link provided in Workday Request form). The request form can be found by clicking the "Requests" Worklet on your dashboard, selecting "create request" under Actions, and then enter "Finance Organizational Change Request" in the search bar. Organizational structure changes should receive approval from the respective director, dean, or vice president, and the respective senior vice president or the president (or his/her designee) prior to submission. The appropriate IBMT member should be notified prior to submission.

For questions regarding this process please email [far@iastate.edu](mailto:far@iastate.edu).