

**From:** [Riedinger, Annie](#)  
**To:** [Bailes, Emily A](#)  
**Subject:** FW: Important deadlines in preparation for Workday launch  
**Date:** Friday, September 25, 2020 12:01:50 PM

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**Sent:** Friday, September 25, 2020 11:59 AM

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**Subject:** Important deadlines in preparation for Workday launch

Dear Finance and Administrative Officers,

We are approaching several important deadlines as we prepare for Workday launch in December and January.

The last day to add elements to the legacy Chart of Accounts in AIS is October 1, 2020. This includes the creation of objects and subobjects, funds, programs, sources and subsources, and new budget/project numbers except for Grants and Gifts.

As a reminder, requests for new Supervisory Organizations or changes to existing Supervisory Organizations must be completed by Friday, October 30, 2020.

You can find more “freeze dates” like this on the [Cutover web page](#).

We will also continue to update the [Area Requests and Due Dates page](#) as new items come up.

Please feel free to share this information across your areas.

Best,

Matt

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