

2023-2024 ITW Reassigned Time Schedule

Term	Day	Date	Task
Fall 2023	Tuesday	September 19, 2023	Send timelines and instructions to Associate Deans, Contract/HR Analysts, Budget Analysts, and known Cost Centers (Accountable MPP)
	Friday	September 22, 2023	ITW entries finalized by Colleges - IMPORTANT - 5PM is the cut-off This deadline allows the system to refresh and capture all of your entries. All entries by this date/time WILL be reflected in the data. The only way that entered data would not be reflected is if it is entered after the deadline.
	Monday	September 25, 2023	ITW cost assignment verification data sent from ARP to Colleges
	Friday	September 29, 2023	ITW cost assignment verification due from Colleges to ARP
	Monday	October 2, 2023	ITW cost assignment sent from ARP to Cost Centers for chartfield string entry
	Friday	October 6, 2023	ITW cost assignment due from Cost Centers to ARP
	Monday	October 9, 2023	Cost assignment data sent from ARP to FSU for LCD entry

Instructional guides are located on the Google Shared Drive [Navigate] Google Shared Drives > ARP Training & Information > > ARP Training & Information > ARP - Employee Time and Payroll > Reassignment of Time and ITW.