Communication to JHU Users April 2012 (FY12)

Key JHU Closing Dates:

April 3rd – 2 PM
• Last day for ISR 4/13 Semi Monthly Payroll

April 6th – 2 PM
• Last day for Time Entry 4/13 Semi Monthly Payroll

April 6th – 5 PM
• Last day for 4/13 Semi Monthly Payroll Cost Transfers

April 9th & 10th
• No E-form approvals (Semi-monthly payroll processing)
• Distribution of Non-Sponsored and Sponsored Reports

April 18th – 2 PM
• Last day for ISR 4/30 Semi Monthly Payroll

April 19th – 5 PM
• Last day for E210 approvals for March 2012 (FY12)

April 23rd – 2 PM
• Last day for Time Entry 4/30 Semi Monthly Payroll

April 23rd – 5 PM
• Last day for 4/30 Semi Monthly Payroll Cost Transfers

April 24th
• No E-form approvals (Semi-monthly payroll processing)

April 25th – 5 PM
• Last day for JP Morgan Statement P-Card allocation and approvals
• No E-form approvals (Semi-monthly payroll processing)

April 27th – 5 PM
• Last day for departments On-line approvals for Travel Reimbursements and check Request to AP
• Last day for departments to submit billing parked document

April 30th – NOON
• Last day for Cash Bank Deposits to JHU Cash Accounting

April 30th – 5 PM
• Last day for AP Online approval of travel reimbursements and check requests
• Last day for departments and Controllers Office to process goods receipts
• Last day for departments to submit Non-Payroll Cost Transfers for approval

May 1st – 5 PM
• Last day for departments to submit Cash Receipt uploads and open item Deposit Transmittals receipts to Cash Accounting
• ARSSSC approves & releases parked invoices

May 3rd – 2 PM
• Last day for ISR 5/15 Semi Monthly Payroll
May 3rd - 5 PM
- Last day for KB15N spreadsheet uploads to InterEntity, IntraEntity JHU General Accounting
- Last day for manual CO Allocations other than KB15N’s
- Last day for CO assessments to InterEntity
- Last day for JHU divisions to submit journal entries, uploads, and parked documents to General Accounting. (Note: all sponsored related expense entries for both JHU and JHHS are due this date)
- Last day for Cash Journals & Cash Posting

May 8th – 2 PM
- Last day for Time Entry 5/15 Semi Monthly Payroll

May 8th – 5 PM
- Last day for 5/15 Semi Monthly Payroll Cost Transfers

May 9th – 5 PM
- No E-form approvals (Semi-monthly payroll processing)
- Distribution of Non-Sponsored and Sponsored Reports

May 10th
- No E-form approvals (Semi-monthly payroll processing)

May 18th - 2 PM
- Last day for ISR 5/31 Semi Monthly Payroll

May 20th – 5 PM
- Last day for E210 approvals for April 2012 (FY12)

May 23rd – 2 PM
- Last day for Time Entry 5/31 Semi Monthly Payroll

May 23rd – 5 PM
- Last day for 5/31 Semi Monthly Payroll Cost Transfers

May 24th – JHU Commencement Day

May 24th & 25th
- No E-form approvals (Semi-monthly payroll processing)