Communication to JHU Users August 2012 (FY13)

Key JHU Closing Dates:

August 3rd - 5 PM
- Last day to submit ISR 08/15 Semi Monthly Payroll

August 8th – 2 PM
- Last day to submit Time Entry 08/15 Semi Monthly Payroll

August 8th – 5 PM
- Last day to submit 08/15 Semi Monthly Payroll Cost Transfers

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

August 14th – 12 PM
- Eastern Cash Window Closed. All future Petty Cash Vouchers will be paid at Garland Hall Room 79. (The last day for check pick up at CA will be 8/16/12. The checks will be picked up in A200 from 8/17/12-8/24/12. Beginning 8/27/12, the checks will be picked up in Suite N4301 at Keswick North Bldg)

August 16th – 4 PM
Eastern AP Check Window Closed. Please contact Accounts Payable for more details. (The last day for check pick up at CA will be 8/16/12. The checks will be picked up in A200 from 8/17/12-8/24/12. Beginning 8/27/12, the checks will be picked up in Suite N4301 at Keswick North Bldg)

August 20th – 5 PM
- Last day to submit E210 approvals for July 2012 (FY13)

August 21st – 5 PM
- Last day to submit ISR 08/31 Semi Monthly Payroll

August 24th – 2 PM
- Last day to submit Time Entry 08/31 Semi Monthly Payroll

August 24th – 5 PM
- Last day to submit 08/31 Semi Monthly Payroll Cost Transfers
- Last day for departments to approve JP Morgan J-Card allocation statement for July 2012

August 27th & 28th
- No e-form approvals (Semi-monthly payroll processing)

August 29th – 5 PM
- Last day for departments On-line approvals for Travel Reimbursements and check Request to AP

August 30th – 5 PM
- Last day for departments to submit billing parked document

August 31st – NOON
- Last day to submit Cash Bank Deposits to JHU Cash Accounting

August 31st – 5 PM
- Last day to submit ISR 09/14 Semi Monthly Payroll
• Last day for Account Payable to process online approval of travel reimbursements and check requests
• Last day for departments and Central Finance Office to process goods receipts
• Last day to submit Non-Payroll Cost Transfers for approval

September 3rd – **LABOR DAY HOLIDAY**

September 4th – 5 PM
• Last day for departments to submit Cash Receipt uploads and open item Deposit Transmittals receipts to Cash Accounting
• ARSSC Billing approves & releases parked invoices

September 5th - 5 PM
• Last day to submit KB15N spreadsheet uploads to Inter-Entity, Intra-Entity JHU General Accounting
• Last day to submit CO Allocations (Interfaces & Assessments) other than KB15N's
• 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)*

September 6th – 5 PM
• Last day to submit Cash Journals & Cash Posting

September 7th – 2 PM
• Last day to submit Time Entry 09/14 Semi Monthly Payroll

September 7th – 5 PM
• Last day to submit 09/14 Semi Monthly Payroll Cost Transfers

September 10th & 11th
• No e-form approvals (Semi-monthly payroll processing)
• Distribution of Non-Sponsored and Sponsored Reports

September 18th – 5 PM
• Last day to submit ISR 09/28 Semi Monthly Payroll

September 20th – 5 PM
• Last day to submit E210 approvals for August 2012 (FY13)

September 21st – 2 PM
• Last day to submit Time Entry 09/28 Semi Monthly Payroll

September 21st – 5 PM
• Last day to submit 09/28 Semi Monthly Payroll Cost Transfers

September 24th – 5 PM
• No e-form approvals (Semi-monthly payroll processing)

September 25th – 5 PM
• Last day for departments to approve JP Morgan J-Card allocation statement for August 2012
• No e-form approvals (Semi-monthly payroll processing)