Communication to JHU Users December 2012 (FY13)

Key JHU Closing Dates:

December 4th – 5 PM
• Last day to submit ISR 12/15 Semi Monthly Payroll

December 7th – 2 PM
• Last day to submit Time Entry 12/15 Semi Monthly Payroll

December 7th – 5 PM
• Last day to submit 12/15 Semi Monthly Payroll Cost Transfers

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

December 13th – 5 PM
• Last day to submit E210 approvals for November 2012 (FY13)

December 14th – 5 PM
• Last day to submit ISR 12/31 Semi Monthly Payroll

December 19th – 2 PM
• Last day to submit Time Entry 12/31 Semi Monthly Payroll

December 19th – 5 PM
• Last day to submit 12/31 Semi Monthly Payroll Cost Transfers

December 20th – 5 PM
• No e-form approvals (Semi-monthly payroll processing)

December 21st – 5 PM
• No e-form approvals (Semi-monthly payroll processing)

December 24th – JHU Closed ½ Day (Christmas Eve)

December 25th – JHU Closed (Christmas Day)

December 26th – 5 PM
• Last day for departments On-line approvals for Travel Reimbursements and check Request to AP
• Last day for departments to approve JP Morgan J-Card allocation statement

December 27th – 5 PM
• Last day for departments to submit billing parked document

December 28th – NOON
• Last day to submit Cash Bank Deposits to JHU Cash Accounting

December 28th – 5 PM
• Last day for AP 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

December 31st – JHU Closed ½ Day (New Year’s Eve)

January 1st – JHU Closed (New Year’s Day)
January 2\textsuperscript{nd} – 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

January 3\textsuperscript{rd} – 5 PM
- Last day to submit ISR 01/15 Semi Monthly Payroll
- 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. \textbf{(Note: all sponsored related expense entries for both JHU and JHHS are due this date)}

January 4\textsuperscript{th} – 5 PM
- Last day to submit Cash Journals & Cash Posting

January 7\textsuperscript{th}
- Final LOC billing run at night

January 8\textsuperscript{th} – 2 PM
- Last day to submit Time Entry 01/15 Semi Monthly Payroll

January 8\textsuperscript{th} – 5 PM
- Last day to submit 01/15 Semi Monthly Payroll Cost Transfers

January 9\textsuperscript{th} & 10\textsuperscript{th}
- No e-form approvals (Semi-monthly payroll processing)
- Distribution of Non-Sponsored and Sponsored Reports

January 18\textsuperscript{th} – 5 PM
- Last day to submit ISR 01/31 Semi Monthly Payroll
- Last day to submit E210 approvals for December 2012 (FY13)

January 24\textsuperscript{th} – 2 PM
- Last day to submit Time Entry 01/31 Semi Monthly Payroll

January 24\textsuperscript{th} – 5 PM
- Last day to submit 01/31 Semi Monthly Payroll Cost Transfers

January 25\textsuperscript{th} – 5 PM
- No e-form approvals (Semi-monthly payroll processing)
- Last day for departments to approve JP Morgan J-Card allocation statement

January 28\textsuperscript{th} – 5 PM
- No e-form approvals (Semi-monthly payroll processing)