Communication to JHU Users February 2012 (FY12)

Key JHU Closing Dates:

February 3\textsuperscript{rd} – 2 PM  
\textbf{PR} - Last day for ISR 2/15 Semi Monthly Payroll

February 8\textsuperscript{th} – 2 PM  
\textbf{PR} - Last day for Time Entry 2/15 Semi Monthly Payroll

February 8\textsuperscript{th} – 5 PM  
\textbf{FRC} - Last day for 2/15 Semi Monthly Payroll Cost Transfers

February 9\textsuperscript{th} & 10\textsuperscript{th}  
\textbf{FRC} - No Eform approvals (Semi-monthly payroll processing)  
\textbf{FSA} - Distribution of Non-Sponsored and Sponsored Statements

February 17\textsuperscript{th} – 2 PM  
\textbf{PR} - Last day for ISR 2/29 Semi Monthly Payroll

February 20\textsuperscript{th} – 5 PM  
\textbf{FSA} - Last day for E210 approvals for January 2012 (FY12)

February 22\textsuperscript{nd} – 2 PM  
\textbf{PR} - Last day for Time Entry 2/29 Semi Monthly Payroll

February 22\textsuperscript{nd} – 5 PM  
\textbf{FRC} - Last day for 2/29 Semi Monthly Payroll Cost Transfers

February 23\textsuperscript{rd} – 5 PM  
\textbf{FRC} - No Eform approvals (Semi-monthly payroll processing)

February 24\textsuperscript{th} – 5 PM  
\textbf{FRC} - No Eform approvals (Semi-monthly payroll processing)  
\textbf{GA} - Last day for JP Morgan Statement P-Card allocation and approvals

February 28\textsuperscript{th} – 5 PM  
\textbf{AP} - Last day for departments On-line approvals for Travel Reimbursements and Check Requests to AP  
\textbf{AR} - Last day for departments to submit billing parked document

February 29\textsuperscript{th} – NOON  
\textbf{CA} - Last day for Cash Bank Deposits to JHU Cash Accounting

February 29\textsuperscript{th} – 5 PM  
\textbf{AP} - Last day for AP Online approval of travel reimbursements and check requests  
\textbf{SC} - Last day for departments and Controller’s Office to process goods receipts  
\textbf{FRC} - Last day for departments to submit Non-Payroll Cost Transfers for approval
Communication to JHU Users February 2012 (FY12) - cont’d

March 1st – 5 PM
CA - Last day for departments to submit Cash Receipt uploads and open item Deposit Transmittals receipts to Cash Accounting
AR - approves & releases parked invoices

March 5th – 2 PM
PR - Last day for ISRs 3/15 Semi Monthly Payroll

March 5th - 5 PM
AR - Last day for KB15N spreadsheet uploads to InterEntity, IntraEntity JHU General Accounting
AR - Last day for manual CO Allocations other than KB15N’s
AR - Last day for CO assessments to InterEntity

GA - 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)
CA - Last day for Cash Journals & Cash Posting

March 8th – 2 PM
PR - Last day for Time Entry 3/15 Semi Monthly Payroll

March 8th – 5 PM
FRC - Last day for 3/15 Semi Monthly Payroll Cost Transfers

March 9th
FRC - No Eform approvals (Semi-monthly payroll processing)
FSA - Distribution of Non-Sponsored and Sponsored Statements

March 12th
FRC - No Eform approvals (Semi-monthly payroll processing)

March 20th – 2 PM
PR - Last day for ISR 3/30 Semi Monthly Payroll

March 20th – 5 PM
FSA - Last day for E210 approvals for February 2012 (FY12)

March 23rd – 2 PM
PR - Last day for Time Entry 3/30 Semi Monthly Payroll

March 23rd – 5 PM
FRC - Last day for 3/30 Semi Monthly Payroll Cost Transfers

March 26th & 27th
FRC - No Eform approvals (Semi-monthly payroll processing)

(Legend: AP-Accts Payable; AR-Accts Receivable; CA-Cash Acct; GA-Gen Acct; FRC-Fin Research Compliance; FSA-Fin Systems Admin; SC-Supply Chain;)