Communication to JHU Users January 2012 (FY12)

Key JHU Closing Dates:

January 2nd – JHU Closed New Year’s Day Observed

January 3rd – 2 PM
• Last day for ISR 1/13 Semi Monthly Payroll

January 6th – 2 PM
• Last day for Time Entry 1/13 Semi Monthly Payroll

January 6th – 5 PM
• Last day for 1/13 Semi Monthly Payroll Cost Transfers

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

January 16th – JHU Closed for MLK Holiday

January 19th – 2 PM
• Last day for ISR 1/31 Semi Monthly Payroll

January 19th – 5 PM
• Last day for E210 approvals for December 2011 (FY12)

January 24th – 2 PM
• Last day for Time Entry 1/31 Semi Monthly Payroll

January 24th – 5 PM
• Last day for 1/31 Semi Monthly Payroll Cost Transfers

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

January 26th – 5 PM
• No Eform approvals (Semi-monthly payroll processing)

January 30th – 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

January 31st – NOON
• Last day for Cash Bank Deposits to JHU Cash Accounting

January 31st – 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 to submit Non-Payroll Cost Transfers for approval

February 1st – 5 PM
• Last day for departments to submit Cash Receipt uploads and open item Deposit Transmittals receipts to Cash Accounting
• ARSSC approves & releases parked invoices
February 3rd
- Last day for ISR 2/15 Semi Monthly Payroll

February 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

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

February 8th – 5 PM
- Last day for 2/15 Semi Monthly Payroll Cost Transfers

February 9th & 10th
- No Eform approvals (Semi-monthly payroll processing)
- Distribution of Non-Sponsored and Sponsored Reports

February 17th – 2 PM
- Last day for ISR 2/29 Semi Monthly Payroll

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

February 22nd – 2 PM
- Last day for Time Entry 2/29 Semi Monthly Payroll

February 22nd – 5 PM
- Last day for 2/29 Semi Monthly Payroll Cost Transfers

February 23rd & 24th
- No Eform approvals (Semi-monthly payroll processing)