Communication to JHU Users July 2012 (FY13)

Key JHU Closing Dates:

July 4th – **JHU Closed (4th of July)**

July 6th – 2 PM
- Last day for Time Entry 07/13 Semi Monthly Payroll

July 6th – 5 PM
- Last day for 07/13 Semi Monthly Payroll Cost Transfers

July 8th & 10th
- No Eform approvals (Semi-monthly payroll processing)
- Distribution of Non-Sponsored and Sponsored Reports

July 19th – 5 PM
- Last day for ISR 07/31 Semi Monthly Payroll
- Last day for E210 approvals for June 2012 (FY12)

July 24th – 2 PM
- Last day for Time Entry 07/31 Semi Monthly Payroll

July 24th – 5 PM
- Last day for 07/31 Semi Monthly Payroll Cost Transfers

July 25th
- No E-form approvals (Semi-monthly payroll processing)

July 26th
- No E-form approvals (Semi-monthly payroll processing)

July 27th – 5 PM
- Last day for departments On-line approvals for Travel Reimbursements and check Request to AP

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

July 31st – NOON
- Last day for Cash Bank Deposits to JHU Cash Accounting

July 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

August 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
August 3rd – 5 PM
- Last day for ISR 08/15 Semi Monthly Payroll
- Last day for KB15N spreadsheet uploads to InterEntity or IntraEntity JHU General Accounting
- Last day for manual CO Allocations and CO assessments
- 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

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

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

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

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

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

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

August 24th – 5 PM
- Last day for 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 Eform approvals (Semi-monthly payroll processing)