Communication to JHU Users March 2012 (FY12)

Key JHU Closing Dates:

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

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 & 12th  
**FRC** - No Eform approvals (Semi-monthly payroll processing)  
**FSA** - Distribution of Non-Sponsored and Sponsored Reports

March 20th – 2 PM  
**PR** - Last day for ISR 3/30 Semi Monthly Payroll  
**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  
**GA** - Last day for JP Morgan Statement P-Card allocation and approvals

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)

March 29th – 5 PM  
**APSS** - Last day for departments On-line approvals for Travel Reimbursements and Check Requests to AP  
**APSS** - Last day for departments to submit billing parked documents

March 30th – NOON  
**CA** - Last day for Cash Bank Deposits to JHU Cash Accounting

March 30th – 5 PM  
**APSS** - Last day for AP Online approval of travel reimbursements and check requests  
**SC** - Last day for departments and Controller’s Office to process goods receipts  
**FRC** - Last day for departments to submit Non-Payroll Cost Transfers for approval

April 2nd – 5 PM  
**CA** - Last day for departments to submit Cash Receipt uploads and open item Deposit Transmittals receipts to Cash Accounting  
**ARSS** - ARSSC approves & releases parked invoices

April 3rd – 2 PM  
**PR** - Last day for ISR 4/15 Semi Monthly Payroll
Communication to JHU Users March 2012 (FY12) - cont’d

April 3rd - 5 PM
ARSS - Last day for KB15N spreadsheet uploads to InterEntity, IntraEntity JHU General Accounting
ARSS - Last day for manual CO Allocations other than KB15N’s
ARSS - 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

April 6th - 2 PM
PR - Last day for Time Entry 4/15 Semi Monthly Payroll

April 6th - 5 PM
PR - Last day for 4/15 Semi Monthly Payroll Cost Transfers

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

April 10th
FRC - No Eform approvals (Semi-monthly payroll processing)

April 18th - 2 PM
PR - Last day for ISR 4/30 Semi Monthly Payroll

April 19th – 5 PM
FSA - Last day for E210 approvals for March 2012 (FY12)

April 23rd – 2 PM
PR - Last day for Time Entry 4/30 Semi Monthly Payroll

April 23rd – 5 PM
PR - Last day for 4/30 Semi Monthly Payroll Cost Transfers

April 24th & 25th
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;)
