Key JHU Closing Dates:

May 3rd – 2 PM
• Last day for ISR 5/15 Semi Monthly Payroll

May 8th – 2 PM
• Last day for Time Entry 5/15 Semi Monthly Payroll

May 8th – 5 PM
• Last day for 5/15 Semi Monthly Payroll Cost Transfers

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

May 18th – 2 PM
• Last day for ISR 5/31 Semi Monthly Payroll

May 20th
• Last day for E210 approvals for April 2012 (FY12)

May 23rd – 2 PM
• Last day for Time Entry 5/31 Semi Monthly Payroll

May 23rd – 5 PM
• Last day for 5/31 Semi Monthly Payroll Cost Transfers

May 24th - **JHU COMMENCEMENT DAY (HMWD)**

May 24th – 5 PM
• No E-form approvals (Semi-monthly payroll processing)

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

May 28th – **JHU Closed for Memorial Day**

May 29th – 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

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

May 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 for departments to submit Non-Payroll Cost Transfers for approval

June 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
June 5th – 2 PM
• Last day for ISR 6/15 Semi Monthly Payroll

June 5th - 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

June 8th – 2 PM
• Last day for Time Entry 6/15 Semi Monthly Payroll

June 8th – 5 PM
• Last day for 6/15 Semi Monthly Payroll Cost Transfers

June 11th – 5 PM
• No E-form approvals (Semi-monthly payroll processing)
• Distribution of Non-Sponsored and Sponsored Reports

June 12th
• No E-form approvals (Semi-monthly payroll processing)

June 19th - 2 PM
• Last day for ISR 6/29 Semi Monthly Payroll

June 20th – 5 PM
• Last day for E210 approvals for May 2012 (FY12)

June 22nd – 2 PM
• Last day for Time Entry 6/29 Semi Monthly Payroll

June 22nd – 5 PM
• Last day for 6/29 Semi Monthly Payroll Cost Transfers

June 25th & 26th
• No E-form approvals (Semi-monthly payroll processing)

June 29th - 2 PM
• Last day for ISR 7/13 Semi Monthly Payroll