Key JHU Closing Dates:

November 5th – 5 PM
• Last day to submit ISR 11/15 Semi Monthly Payroll

November 8th – 2 PM
• Last day to submit Time Entry 11/15 Semi Monthly Payroll

November 8th – 5 PM
• Last day to submit 11/15 Semi Monthly Payroll Cost Transfers

November 9th & 12th
• No e-form approvals (Semi-monthly payroll processing)
• Distribution of Non-Sponsored and Sponsored Reports

November 20th – 5 PM
• Last day to submit E210 approvals for October 2012 (FY13)

November 16th – 5 PM
• Last day to submit ISR 11/30 Semi Monthly Payroll

November 21st – 2 PM
• Last day to submit Time Entry 11/30 Semi Monthly Payroll

November 21st – 5 PM
• Last day to submit 11/30 Semi Monthly Payroll Cost Transfers

November 22nd – JHU Closed (THANKSGIVING DAY)

November 23rd – JHU Closed (Day after Thanksgiving)

November 26th – 5 PM
• No e-form approvals (Semi-monthly payroll processing)
• Last day for departments to approve JP Morgan J-Card allocation statement

November 27th – 5 PM
• No e-form approvals (Semi-monthly payroll processing)

November 28th – 5 PM
• Last day for departments On-line approvals for Travel Reimbursements and check Request to AP

November 29th – 5 PM
• Last day for departments to submit billing parked document

November 30th – NOON
• Last day to submit Cash Bank Deposits to JHU Cash Accounting

November 30th – 5 PM
• Last day for AP Online approval of travel reimbursements and check requests
• Last day for departments and Central Finance Office to process goods receipts
• Last day to submit Non-Payroll Cost Transfers for approval
December 3rd – 5 PM
- Last day for departments to submit Cash Receipt uploads and open item Deposit Transmittals receipts to Cash Accounting
- ARSSC Billing approves & releases parked invoices

December 4th – 5 PM
- Last day to submit ISR 12/15 Semi Monthly Payroll
- Last day to submit KB15N spreadsheet uploads to Inter-Entity, Intra-Entity JHU General Accounting
- Last day to submit CO Allocations (Interfaces & Assessments) other than KB15N’s
- 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)

December 5th – 5 PM
- Last day to submit Cash Journals & Cash Posting

December 6th
- Final LOC billing run at night

December 7th – 2 PM
- Last day to submit Time Entry 12/15 Semi Monthly Payroll

December 7th – 5 PM
- Last day to submit 12/15 Semi Monthly Payroll Cost Transfers

December 10th & 11th
- No e-form approvals (Semi-monthly payroll processing)
- Distribution of Non-Sponsored and Sponsored Reports

December 14th – 5 PM
- Last day to submit ISR 12/31 Semi Monthly Payroll

December 16th – 5 PM
- Last day to submit E210 approvals for November 2012 (FY13)

December 19th – 2 PM
- Last day to submit Time Entry 12/31 Semi Monthly Payroll

December 19th - 5 PM
- Last day to submit 12/31 Semi Monthly Payroll Cost Transfers

December 20th – 5 PM
- No e-form approvals (Semi-monthly payroll processing)

December 21st – 5 PM
- Last day for departments to approve JP Morgan J-Card allocation statement
- No e-form approvals (Semi-monthly payroll processing)

December 24th – JHU Closed ½ Day (Christmas Eve)

December 25th – JHU Closed (Christmas Day)

December 26th – 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

December 27th – NOON
- Last day to submit Cash Bank Deposits to JHU Cash Accounting
December 28th – 5 PM
  • Last day for AP Online approval of travel reimbursements and check requests
  • Last day for departments and Central Finance Office to process goods receipts
  • Last day to submit Non-Payroll Cost Transfers for approval

December 31st – JHU Closed ½ Day (New Year’s Eve)

January 1st – JHU Closed (New Year’s Day)