Key JHU Closing Dates:

October 3rd – 5 PM
  • Last day to submit ISR 10/15 Semi Monthly Payroll

October 8th – 2 PM
  • Last day to submit Time Entry 10/15 Semi Monthly Payroll

October 8th – 5 PM
  • Last day to submit 10/15 Semi Monthly Payroll Cost Transfers

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

October 18th – 5 PM
  • Last day to submit E210 approvals for September 2012 (FY13)

October 19th – 5 PM
  • Last day to submit ISR 10/31 Semi Monthly Payroll

October 24th – 2 PM
  • Last day to submit Time Entry 10/31 Semi Monthly Payroll

October 24th – 5 PM
  • Last day to submit 10/31 Semi Monthly Payroll Cost Transfers

October 25th
  • No e-form approvals (Semi-monthly payroll processing)
  • Last day for JP Morgan Statement P-Card allocation and approvals

October 26th
  • No e-form approvals (Semi-monthly payroll processing)

October 29th – 5 PM
  • Last day for departments On-line approvals for Travel Reimbursements and check Request to AP

October 30th – 5 PM
  • Last day for departments to submit billing parked document

October 31st – NOON
  • Last day to submit Cash Bank Deposits to JHU Cash Accounting

October 31st – 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

November 1st – 5 PM
  • Last day for departments to submit Cash Receipt uploads and open item Deposit Transmittals receipts to Cash Accounting
  • ARSSSC Billing approves & releases parked invoices
November 5th – 5 PM
- Last day to submit ISR 11/15 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)**
- Last day to submit Cash Journals & Cash Posting

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

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

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