Communication to JHU Users September 2012 (FY13)

Key JHU Closing Dates:

- **September 3rd** – **JHU Closed (Labor Day)**
- **September 7th – 2 PM**
  - Last day to submit Time Entry 09/15 Semi Monthly Payroll
- **September 7th – 5 PM**
  - Last day to submit 09/15 Semi Monthly Payroll Cost Transfers
- **September 10th & 11th**
  - No e-form approvals (Semi-monthly payroll processing)
  - Distribution of Non-Sponsored and Sponsored Reports
- **September 18th – 5 PM**
  - Last day to submit ISR 09/15 Semi Monthly Payroll
- **September 20th – 5 PM**
  - Last day to submit E210 approvals for August 2012 (FY13)
- **September 21st – 2 PM**
  - Last day to submit Time Entry 09/28 Semi Monthly Payroll
- **September 24th**
  - No e-form approvals (Semi-monthly payroll processing)
- **September 25th**
  - No e-form approvals (Semi-monthly payroll processing)
  - Last day for JP Morgan Statement P-Card allocation and approvals
- **September 26th – 5 PM**
  - Last day for departments On-line approvals for Travel Reimbursements and check Request to AP
- **September 27th – 5 PM**
  - Last day for departments to submit billing parked document
- **September 28th – NOON**
  - Last day to submit Cash Bank Deposits to JHU Cash Accounting
- **September 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
- **October 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
October 3rd – 5 PM
- Last day to submit ISR 10/15 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

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

October 26th – 5 PM
- No e-form approvals (Semi-monthly payroll processing)