Communication to JHU Users April 2013 (FY13)

Key JHU Closing Dates:

April 3rd – 5 PM
• Last day to submit ISR 04/15 Semi Monthly Payroll

April 8th – 2 PM
• Last day to submit Time Entry 04/15 Semi Monthly Payroll

April 8th – 5 PM
• Last day to submit 04/15 Semi Monthly Payroll Cost Transfers

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

April 18th – 5 PM
• Last day to submit ISR 04/30 Semi Monthly Payroll
• Last day to submit E210 approvals for March 2013 (FY13)

April 23rd – 2 PM
• Last day to submit Time Entry 04/30 Semi Monthly Payroll

April 23rd - 5 PM
• Last day to submit 04/30 Semi Monthly Payroll Cost Transfers

April 24th
• No e-form approvals (Semi-monthly payroll processing)

April 25th – 5 PM
• No e-form approvals (Semi-monthly payroll processing)
• Last day for departments to approve JP Morgan J-Card allocation statement

April 26th – 5 PM
• Last day for departments On-line approvals for Travel Reimbursements and check Request to AP

April 29th - 5 PM
• Last day for departments to submit billing parked document

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

April 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

May 1st – 5 PM
• Last day for department to submit Cash Receipt uploads and open items deposit transmittals to JHU Cash Accounting.
• ARSS Billing approves & released parked invoices
May 3rd – 5 PM
- Last day to submit ISR 05/15 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)**

May 7th
- Final LOC Billing run at night

May 8th – 2 PM
- Last day to submit Time Entry 05/15 Semi Monthly Payroll

May 8th – 5 PM
- Last day to submit 05/15 Semi Monthly Payroll Cost Transfers

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

May 20th – 5 PM
- Last day to submit ISR 05/31 Semi Monthly Payroll
- Last day to submit E210 approvals for April 2013 (FY13)

May 22nd – 2 PM
- Last day to submit Time Entry 05/31 Semi Monthly Payroll

May 22nd – 5 PM
- Last day to submit 05/31 Semi Monthly Payroll Cost Transfers

May 23 – JHU Homewood Closed for Commencement Day.

May 24th & 28th
- No e-form approvals (Semi-monthly payroll processing)

May 27th – JHU Closed for Memorial Day