Communication to JHU Users August 2013 (FY14)

Key JHU Closing Dates:

August 5th - 5 PM
- Last day for ISR 08/15 Semi Monthly Payroll

August 8th – 2 PM
- Last day for Time Entry 08/15 Semi Monthly Payroll

August 8th – 5 PM
- Last day for 08/15 Semi Monthly Payroll Cost Transfers

August 9th
- No Eform approvals (Semi-monthly payroll processing)
- Distribution of Non-Sponsored and Sponsored Reports

August 12th
- No Eform approvals (Semi-monthly payroll processing)

August 20th – 5 PM
- Last day for E210 approvals for July 2013 (FY14)
- Last day for ISR 08/30 Semi Monthly Payroll

August 23rd – 2 PM
- Last day for Time Entry 08/30 Semi Monthly Payroll

August 23rd – 5 PM
- Last day for 08/30 Semi Monthly Payroll Cost Transfers

August 26th
- No Eform approvals (Semi-monthly payroll processing)
- Last day for departments to approve JP Morgan J-Card allocation statement for July 2013

August 27th
- No Eform approvals (Semi-monthly payroll processing)

August 28th – 5 PM
- Last day for departments Online approval for Travel Reimbursement and Check request

August 29th – 5 PM
- Last day for departments to submit Billing parked document

August 30th – NOON
- Last day for Cash Bank Deposits to JHU Cash Accounting

August 30th – 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 to submit Non-Payroll Cost Transfers for approval
- Last day for ISR 09/13 Semi Monthly Payroll

September 2nd – JHU Closed for LABOR DAY
September 3rd – 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

September 4th - 5 PM
- Last day for department to submit KB15N spreadsheet uploads to InterEntity or IntraEntity JHU General Accounting
- Last day to submit CO Allocations (Interfaces & Assessments) other than KB15N’s
- Last day for departments to submit Cash Journals & Cash Posting
- 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)

September 6th – 2 PM
- Last day for Time Entry 09/13 Semi Monthly Payroll

September 6th – 5 PM
- Last day for 09/13 Semi Monthly Payroll Cost Transfers

September 9th
- No Eform approvals (Semi-monthly payroll processing)
- Distribution of Non-Sponsored and Sponsored Reports

September 10th
- No Eform approvals (Semi-monthly payroll processing)

September 18th – 5 PM
- Last day for ISR 09/30 Semi Monthly Payroll

September 19th – 5 PM
- Last day for E210 approvals for August 2013 (FY14)

September 23rd – 2 PM
- Last day for Time Entry 09/30 Semi Monthly Payroll

September 23rd – 5 PM
- Last day for 09/30 Semi Monthly Payroll Cost Transfers

September 24th
- No Eform approvals (Semi-monthly payroll processing)

September 25th
- No Eform approvals (Semi-monthly payroll processing)
- Last day for departments to approve JP Morgan J-Card allocation statement for August 2013