Communication to JHU Users February 2013 (FY13)

Key JHU Closing Dates:

February 5th – 5 PM
  • Last day to submit ISR 02/15 Semi Monthly Payroll

February 8th – 2 PM
  • Last day to submit Time Entry 02/15 Semi Monthly Payroll

February 8th – 5 PM
  • Last day to submit 01/15 Semi Monthly Payroll Cost Transfers

February 11th & 12th
  • No e-form approvals (Semi-monthly payroll processing)
  • Distribution of Non-Sponsored and Sponsored Reports

February 18th – President’s Day (floating Holiday – JHU Open)

February 18th – 5 PM
  • Last day to submit ISR 02/28 Semi Monthly Payroll
  • Last day to submit E210 approvals for January 2013 (FY13)

February 21st – 2 PM
  • Last day to submit Time Entry 02/28 Semi Monthly Payroll

February 21st – 5 PM
  • Last day to submit 02/28 Semi Monthly Payroll Cost Transfers

February 22nd
  • No e-form approvals (Semi-monthly payroll processing)

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

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

February 27th – 5 PM
  • Last day for departments to submit billing parked document

February 28 – NOON
  • Last day to submit Cash Bank Deposits to JHU Cash Accounting

February 28 – 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

March 1st – 5 PM
  • Last day for department to submit Cash Receipt uploads and open items deposit transmittals to JHU Cash Accounting.
  • ARSSS Billing approves & released parked invoices
March 5th – 5 PM
- Last day to submit ISR 03/15 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)

March 7th
- Final LOC Billing run at night

March 8th – 2 PM
- Last day to submit Time Entry 03/15 Semi Monthly Payroll

March 8th – 5 PM
- Last day to submit 03/15 Semi Monthly Payroll Cost Transfers

March 11th & 12th
- No e-form approvals (Semi-monthly payroll processing)
- Distribution of Non-Sponsored and Sponsored Reports

March 19th – 5 PM
- Last day to submit ISR 03/31 Semi Monthly Payroll

March 20th – 5 PM
- Last day to submit E210 approvals for February 2013 (FY13)

March 22nd – 2 PM
- Last day to submit Time Entry 03/31 Semi Monthly Payroll

March 22nd – 5 PM
- Last day to submit 03/31 Semi Monthly Payroll Cost Transfers

March 25th & 26th
- No e-form approvals (Semi-monthly payroll processing)