Communication to JHU Users January 2013 (FY13)

Key JHU Closing Dates:

January 1st – JHU Closed (New Year’s Day)

January 3rd – 5 PM
- Last day to submit ISR 01/15 Semi Monthly Payroll

January 8th – 2 PM
- Last day to submit Time Entry 01/15 Semi Monthly Payroll

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

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

January 18th – 5 PM
- Last day to submit ISR 01/31 Semi Monthly Payroll
- Last day to submit E210 approvals for December 2012 (FY13)

January 21st – Martin Luther King’s Birthday (JHU Closed)

January 24th – 2 PM
- Last day to submit Time Entry 01/31 Semi Monthly Payroll

January 24th - 5 PM
- Last day to submit 01/31 Semi Monthly Payroll Cost Transfers

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

January 28th – 5 PM
- No e-form approvals (Semi-monthly payroll processing)

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

January 30th – 5 PM
- Last day for departments to submit billing parked document

January 31st – NOON
- Last day to submit Cash Bank Deposits to JHU Cash Accounting

January 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

February 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
February 5th – 5 PM
- Last day to submit ISR 02/15 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)**

February 7th
- Final LOC Billing run at night

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

February 8th – 5 PM
- Last day to submit 02/15 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 – 5 PM- President’s Day (Floater)**

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

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