Communication to JHU Users March 2013 (FY13)

Key JHU Closing Dates:

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

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 03/29 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 03/29 Semi Monthly Payroll

March 22nd - 5 PM  
- Last day to submit 03/29 Semi Monthly Payroll Cost Transfers

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

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

March 27th – 5 PM  
- Last day for departments On-line approvals for Travel Reimbursements and check Request to AP

March 28th- 5 PM  
- Last day for departments to submit billing parked document

March 29th – NOON  
- Last day to submit Cash Bank Deposits to JHU Cash Accounting

March 29th – 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

April 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
April 3rd – 5 PM
- Last day to submit ISR 04/15 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)

April 5th
- Final LOC Billing run at night

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

April 19th – 5 PM
- 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 & 25th
- No e-form approvals (Semi-monthly payroll processing)