**Communication to JHU Users May 2013 (FY13)**

**Key JHU Closing Dates:**

**May 3rd – 5 PM**
- Last day to submit ISR 05/15 Semi Monthly Payroll

**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 23rd – JHU COMMENCEMENT DAY**

**May 24th – 5 PM**
- No e-form approvals (Semi-monthly payroll processing)
- Last day for departments to approve JP Morgan J-Card allocation statement

**May 27th – MEMORIAL DAY – JHU CLOSED**

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

**May 30th – 5 PM**
- Last day for departments On-line approvals for Travel Reimbursements and check Request to AP
- Last day for departments to submit to Billings parked documents

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

**May 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

**June 3rd – 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
June 4th – 5 PM
- Last day to submit ISR 06/15 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)*

June 6th
- Final LOC Billing run at night

June 7th – 2 PM
- Last day to submit Time Entry 06/15 Semi Monthly Payroll

June 7th – 5 PM
- Last day to submit 06/15 Semi Monthly Payroll Cost Transfers

June 10th & 11th
- No e-form approvals (Semi-monthly payroll processing)
- Distribution of Non-Sponsored and Sponsored Reports

June 18th – 5 PM
- Last day to submit ISR 06/30 Semi Monthly Payroll

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

June 21st – 2 PM
- Last day to submit Time Entry 06/30 Semi Monthly Payroll

June 21st – 5 PM
- Last day to submit 06/30 Semi Monthly Payroll Cost Transfers

June 24th & 25th
- No e-form approvals (Semi-monthly payroll processing)

June 28th – 5 PM
- Last day to submit ISR 07/15 Semi Monthly Payroll