

**UNIVERSITY CALENDAR – DRAFT**  
**Communication to JHU Users June (FY25) Periods 12 – 15**  
**Key JHU Closing Dates**

**Period 12 – OPEN May 19th at 5PM**

**June 12<sup>th</sup> – 5PM**

- **PURCH** – Approve Concur Expense Reports for May 2025 due (JPMorgan Travel Card Expenses)
- **PURCH** – Online Approval of Concur Expense JPMorgan FY26 June & FY2025 Exec/Corp Travel Card Reports
- **PURCH** – Last day for Departments to submit non-employee travel expense reimbursements (Approved trips & Documents)
- **AP** – Project PO Invoices due to AP

**June 16<sup>th</sup> – 5PM**

- **PR** – Last day for ISR forms for 6/30 Semi-Monthly Payroll to HR Shared Services
- **SM** – Open FY26 Period 1

**June 17<sup>th</sup> – 5PM**

- **PURCH** – Last Day for SAP shopping carts that require action by Procurement Services (orders over \$3,000, if quotes are required, or if a contract needs to be signed)
- **PURCH** – Purchasing to Approve Non-Employee Reimbursement
- **PURCH** – Purchasing to Approve Online Concur Expense FY 25 Employee Reimbursement
- **SUPPLY CHAIN** – Last day to submit requisitions from JHU Supply Stores for FY25

**June 19<sup>th</sup> – Johns Hopkins University Closed for Juneteenth**

**June 20<sup>th</sup>**

- **AP** – Last day for Online Payment Requests (Approved documents in AP) due from Department

**June 23<sup>rd</sup> – 5PM**

- **FRC** – Last day to submit 6/30 Semi-Monthly Payroll Cost Transfers for FY25
- **FRC** – Last day for Departments to submit Control Salary Corrections on E-forms for FY25
- **PR** – Last day to submit Time Entry 6/30 Semi-Monthly Payroll

**June 24<sup>th</sup> & 25<sup>th</sup> – ALL DAY**

- **FRC** – No E-form approvals (Semi-Monthly Payroll processing)

**June 25<sup>th</sup> – 5PM**

- **FSA** – Last day for May FY25 E210 approvals
- **PURCH** – All May 2025 PCard, CBTC Allocations & Approvals in JPMorgan PaymentNet

**June 26<sup>th</sup> – 5PM**

- **ARSSC** – Last day for departments to submit June 2025 billing parked invoices
- **PURCH** – FY26 PCard orders resume
- **AP** – Last day for Online Approval of Check/Payment Requests

**June 27<sup>th</sup> – 5PM**

- **SM** – Non-Sponsored Master Data requests due to EBS for creation in FY25
- **SM** – E-forms approver role de-activated due to year-end Payroll processing. An email will be sent out informing you when the E-form approval role is re-activated
- **PR** – Last day for ISR forms for 7/15 Semi-Monthly Payroll to HR Shared Services

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**Key JHU Closing Dates**

**June 30<sup>th</sup> – 5PM**

- **PURCH** – Last day for departments and Central Finance Office to process Goods Receipts for expense to post in FY25
- **PURCH** – Last Day for Online Approval of Concur Expense statement Reports for June 2025 PCard & CBTC (otherwise must be accrued)
- **CA** – Cash bank deposits & remote check deposits due to Cash Accounting
- **ARSSC** – Final approval for June parked invoices
- **ARSSC** – Billing approves & releases parked invoices and runs billing plan program
- **SM** – Depreciation Run – Period 12

**July 3<sup>rd</sup> – 5PM**

- **CA** – Last day for departments to submit cash receipt uploads & open item deposit transmittal receipts to Cash Accounting – Period 12
- **IE** – Intercompany KB15N Spreadsheets due to Inter-Entity Shared Services
- **GA** – Intra-Entity JHU KB15N spreadsheets due to General Accounting (GA)
- **IE** – Intercompany Interfaces & Assessments due to IE Shared Services
- **GA** – Intra-Entity Interfaces & Assessments due to General Accounting
- **IE** – Intercompany journals due to Inter-Entity Shared Services
- **GA** – Intra-Entity JHU Journal entries, uploads & parked documents due to GA
- **CA** – Last day for cash receipt uploads & open item deposit transmittals – Period 12

**July 4<sup>th</sup> – Johns Hopkins University Closed for 4<sup>th</sup> of July**

**July 7<sup>th</sup> – 12PM**

- **GA** – SOM Departmental FY 2025 Accruals Due