Period 12 – OPEN May 24th at 5PM

June 11th – 5PM
• PURCH – Concur Expense Reports for May 2021 due (JPMorgan Travel Card Expenses)

June 15th – 5PM
• AP – Last day for Departments to submit non-employee / employee travel expense reimbursement (Approved trips & Documents in AP)
• AP – Project PO Invoices due to AP

June 17th – 5PM
• PURCH – Last Day for PCard orders with vendors to be charged to FY21 (FY22 PCard orders should not begin until 6/28/2021)
• 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)
• SUPPLY CHAIN – Last day to submit requisitions from JHU Supply Stores for FY21

June 18th – 5PM
• FSA – Last day for June FY21 E210 approvals

June 21st – 5 PM
• PR – Last day for ISR forms for 6/30 Semi-Monthly Payroll to HR Shared Services
• SM – Open FY22 Period 1

June 23rd – 2 PM
• PR – Last day to submit Time Entry 6/30 Semi-Monthly Payroll

June 23rd – 5PM
• AP – Last day for Online Payment Requests (Approved documents in AP) due from Department
• FRC – Last day for Departments to submit Control Salary Corrections on E-forms for FY21
• FRC – Last day to submit 6/30 Semi-Monthly Payroll Cost Transfers for FY21

June 24th & 25th – ALL DAY
• FRC – No E-form approvals (Semi-Monthly Payroll processing)

June 25th – 5PM
• PURCH – All May 2021 PCard, CBTC Allocations & Approvals in JPMorgan PaymentNet

June 28th – 5PM
• AP – Last day for Online Approval of Non-Employee Travel Reimbursements & Check Requests
• ARSSC – Last day for departments to submit June 2021 billing parked invoices
• PURCH – FY22 PCard orders resume
• PURCH – Concur expense reports for June 2021 due (JPMorgan Executive & Corporate Travel Card)
UNIVERSITY CALENDAR - FINAL
Fiscal Year 2021 Period 12
Key JHU Closing Dates

- **PURCH** – Last day for Online Approval of Concur Expense Reports for Employee Reimbursements & JPMorgan Executive & Corporate Travel Card

**June 29th – 5PM**
- **SM** – Non-Sponsored Master Data requests due to EBS for creation in FY21
- **FRC** – 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

**June 30th – 12PM**
- **CA** – Cash bank deposits & remote check deposits due to Cash Accounting

**June 30th – 5PM**
- **PURCH** – Last day for departments and Central Finance Office to process Goods Receipts for expense to post in FY21
- **AP** – Last day for Accounts Payable to post employee / non-employee Travel & Online Payment Requests
- **ARSSC** – Final approval for June parked invoices
- **ARSSC** – Billing approves & releases parked invoices and runs billing plan program

**July 1st – 5 PM**
- **CA** – Last day for departments to submit cash receipt uploads & open item deposit transmittal receipts to Cash Accounting – Period 12

**July 2nd – 5 PM**
- **PR** – Last day for ISR forms for 7/15 Semi-Monthly Payroll to HR Shared Services

**July 5th – Johns Hopkins University Closed for 4th of July**

**July 6th – 5PM**
- **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
- **SM** – Depreciation Run – Period 12