

# SHBP Report Calendar 2014

	State Holidays	Data Center Monthly Maintenance Window usually 7am - 11am, but may be longer	ERS Updates	ERS Conversion SHGRRTSY (Must run prior to PL billing)/ <b>SH524ERS Create &amp; send file to ERS</b>  / ERS Compare	Non-ERS Conversion / TRS Late Conversion / <b>SH524TRS Create &amp; send file to TRS</b>	DP Billing & Discrepancies  PeopleSoft Deduction Comparisons	DP Cancellation  HIPAA Notices Monthly  <b>Next workday after DP Billing</b>	Payroll Location Billing  Monthly Membership Lists and SHSHBPIN  64/8 Letters  Compare for some PeopleSoft Locations (SH400151)	Vendor Payments Reports  Database Extract  MEDSTAT Interface  Coverage Summary Report  Coverage Summary (download the Excel Version and send to appropriate SHBP staff) <b>Last workday of month</b>	BCBS Full File (usually 1st Thursday of month)  / Vendor Monthly Full File (TRICARE) Last wkday of 1st wk of month	Dependent Audit Jobs  SHDEPAUD SHDEPTRM <b>usually 1st and 15th / Do not run October &amp; November</b>
January	1, 20		22	23/24/28	8/15/16	10	13	28	31	2/3	2,15
February			19	20/21/25	7/13/14	7	8	25	28	6/7	3,17
March			20	21/22/26	7/14/17	7	10	26	31	6/7	3,17
April	28		18	21/22/24	7/14/15	7	8	25	30	3/4	1,15
May	26		20	21/22/27	8/14/15	7	8	27	30	1/2	1,15
June			19	20/23/25	6/13/16	6	10	25	30	5/6	2,16
July	4		22	23/24/28	8/16/17	7	9	28	31	3	1,15
August			20	21/22/26	8/14/15	7	8	26	29	1	1,15
September	1		19	22/23/25	8/15/16	8	10	25	30	4/5	1,15
October	13		22	23/24/28	9/16/17	7	8	28	31	2/3	
November	11, 27, 28		17	18/19/21	6/10/12	7	8	24	26	6/7	
December	25, 26		18	19/22/24		8	9	23	31	4/5	1,15