

# SEPTEMBER 2008

## BPP Billing Production Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY																																																																																																		
1 <b>Insurance Initialization</b>	2 <b>BILL0011 - Retiree Bills &amp; Bank Drafts- Current Month</b>	3 <b>INSUR13W/X/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers</b>	4	5 <b>Bill Due Date and Bank Draft Effective Date is the 15th (For September)</b>																																																																																																		
8	9 <b>Personnel File will be set to Inquiry Status at 3:00 pm</b> <b>Biweekly Paycalc #09-01</b>	10 <b>INSUR13W/X/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers</b> <b>BILL0005-Bank Draft Edit Report - Next Month</b> <b>TTVN Meeting</b>	11	12																																																																																																		
15 <b>BILL0009 - Cancellations - Current Month</b> <b>BILL0006 - Past Due Notices - Current Month</b>	16	17 <b>INSUR13W/X/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers</b>	18 <b>Personnel File will be set to Inquiry Status at 3:00 pm</b> <b>Monthly Paycalc</b>	19 <b>BILL0007/015 - Billing Month End - Current Month</b>																																																																																																		
22 <b>BILL0008 - Bills and Bank Drafts- Next Month</b>	23 <b>Personnel File will be set to Inquiry Status at 3:00 pm</b> <b>Month End</b> <b>Biweekly Paycalc #09-02</b>	24 <b>INSUR13W/X/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers</b>	25	26																																																																																																		
29	30 <b>INSUR13W/X/Y/19/FTP - Noon - Weekly Change Files sent to Carriers</b> <b>INSUR13M - Noon - Monthly Change File sent to Carriers</b> <b>BILL0010 - Last Day PrePay Rpt - Current Month</b>	<table border="1"> <thead> <tr> <th colspan="7">Aug 2008</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Oct 2008</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>		Aug 2008							M	T	W	T	F	S	S			1	2	3			4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Oct 2008							M	T	W	T	F	S	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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# OCTOBER 2008

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# NOVEMBER 2008

## BPP Billing Production Schedule

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3	4 Personnel File will be set to Inquiry Status at 3:00 pm  Biweekly Paycalc #09-05	5 INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers BILL0006-PastDue Notices - Current Month BILL0004 - Requested Bills	6	7
10	11	12 INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers BILL0005-Bank Draft Edit Report - Next Month TTVN Meeting	13	14
17 BILL0009 - Cancellations - Current Month	18 Personnel File will be set to Inquiry Status at 3:00 pm  Biweekly Paycalc #09-06	19 INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers BILL0007/015 - Billing Month End - Current Month	20 Personnel File will be set to Inquiry Status at 3:00 pm BILL0008 - Bills and Bank Drafts- Next Month Monthly Paycalc	21 Month End
24	25	26 INSUR13W/Y/19/FTP - Noon - Weekly Change Files sent to Carriers INSUR13M - Noon - Monthly Change File sent to Carriers BILL0010 - Last Day PrePay Rpt - Current Month	27 Thanksgiving Holiday	28

Oct 2008

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# DECEMBER 2008

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8	9	<div style="border: 1px solid green; padding: 2px;">INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers</div> <div style="border: 1px solid blue; padding: 2px;">BILL0005-Bank Draft Edit Report - Next Month</div> <div style="background-color: blue; color: white; padding: 2px; text-align: center;">TTVN Meeting</div>	11	<div style="background-color: green; color: white; padding: 2px;">Personnel File will be set to Inquiry Status at 3:00 pm</div> <div style="border: 1px solid green; padding: 2px;">Biweekly Paycalc #09-08</div>																																																																																																									
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29	30	<div style="border: 1px solid blue; padding: 2px;">BILL0010 - Last Day PrePay Rpt - Current Month</div>	<table border="1" style="font-size: small; text-align: center;"> <tr><td colspan="7">Nov 2008</td></tr> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	Nov 2008							M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<table border="1" style="font-size: small; text-align: center;"> <tr><td colspan="7">Jan 2009</td></tr> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Jan 2009							M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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<div style="border: 1px solid blue; padding: 2px; background-color: #cccccc;">Martin Luther King, Jr. Holiday for All</div>	<div style="border: 1px solid blue; padding: 2px;">BILL0007/015 - Retiree Billing Month End - Current Month</div>	<div style="border: 1px solid green; padding: 2px;">INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers</div> <div style="border: 1px solid blue; padding: 2px; margin-top: 5px;">BILL0008-Retiree Bills and Bank Drafts- Next Month</div>	<div style="background-color: green; color: white; padding: 2px; text-align: center;">Personnel File will be set to Inquiry Status at 3:00 pm</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">Monthly Paycalc</div>																																																																																					
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# FEBRUARY 2009

## BPP Billing Production Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers	5 BILL0006-PastDue Notices - Current Month BILL0004 - Requested Bills	6
9	10 Personnel File will be set to Inquiry Status at 3:00 pm Biweekly Paycalc #09-12	11 INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers BILL0005-Bank Draft Edit Report - Next Month TTVN Meeting	12	13
16 BILL0009 - Cancellations - Current Month	17	18 INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers	19 Personnel File will be set to Inquiry Status at 3:00 pm BILL0007/015 - Billing Month End - Current Month Monthly Paycalc	20 BILL0008 - Bills and Bank Drafts- Next Month
23	24 Personnel File will be set to Inquiry Status at 3:00 pm Month End Biweekly Paycalc #09-13	25	26	27 INSUR13W/Y/19/FTP - Noon - Weekly Change Files sent to Carriers INSUR13M - Noon - Monthly Change File sent to Carriers BILL0010 - Last Day PrePay Rpt - Current Month

JAN 2009

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MAR 2009

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# MARCH 2009

## BPP Billing Production Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY																																																																																																	
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16 BILL0009 - Cancellations - Current Month	17	18 INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers BILL0007/015 - Retiree Billing Month End - Current Month	19 Spring Break (for all but H/J/P/T)	20 Spring Break (for all but 'T')																																																																																																	
23 BILL0008-Retiree Bills and Bank Drafts- Next Month	24 Personnel File will be set to Inquiry Status at 3:00 pm Biweekly Paycalc #09-15	25 INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers	26 Personnel File will be set to Inquiry Status at 3:00 pm Monthly Paycalc	27 Month End																																																																																																	
30	31 INSUR13W/X/Y/19/FTP - Noon - Weekly Change Files sent to Carriers INSUR13M - Noon - Monthly Change File sent to Carriers BILL0010 - Last Day PrePay Rpt - Current Month	<table border="1"> <thead> <tr> <th colspan="7">Feb 2009</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">APR 2009</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table>		Feb 2009							M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		APR 2009							M	T	W	T	F	S	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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# APRIL 2009

## BPP Billing Production Schedule

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<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">Mar 2009</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">May 2009</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>	M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							1	2	3 <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <b>INSUR13W/Y/19/FTP - Noon - Weekly Change Files sent to Carriers</b> </div>
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# MAY 2009

## BPP Billing Production Schedule

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<div style="background-color: #4a5568; color: white; padding: 2px;">Memorial Day (All)</div>				<div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;">INSUR13W/Y/19/FTP - Noon - Weekly Change Files sent to Carriers</div> <div style="border: 1px solid blue; padding: 2px; margin-bottom: 5px;">INSUR13M - Noon - Monthly Change File sent to Carriers</div> <div style="border: 1px solid blue; padding: 2px;">BILL0010 - Last Day PrePay Rpt - Current Month</div>																																																																																						

# JUNE 2009

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# JULY 2009

## BPP Billing Production Schedule

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# AUGUST 2009

## BPP Billing Production Schedule

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3	4	5 <div style="border: 1px solid black; padding: 2px;">INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers</div> <div style="border: 1px solid black; padding: 2px;">BILL0006-PastDue Notices - Current Month</div> <div style="border: 1px solid black; padding: 2px;">BILL0004 - Requested Bills</div>	6	7																																																																																				
10	11 <div style="background-color: green; color: white; padding: 2px;">Personnel File will be set to Inquiry Status at 3:00 pm</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Biweekly Paycalc #09-25</div>	12 <div style="border: 1px solid black; padding: 2px;">INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers</div> <div style="border: 1px solid black; padding: 2px;">BILL0005-Bank Draft Edit Report - Next Month</div> <div style="background-color: blue; color: white; padding: 2px; margin-top: 5px;">TTVN Meeting</div>	13	14																																																																																				
17 <div style="border: 1px solid black; padding: 2px;">BILL0009 - Cancellations - Current Month</div>	18	19 <div style="border: 1px solid black; padding: 2px;">INSUR13W/Y/19/FTP - 6 pm - Weekly Change Files sent to Carriers</div> <div style="border: 1px solid black; padding: 2px;">BILL0007/015 - Billing Month End - Current Month</div>	20 <div style="background-color: green; color: white; padding: 2px;">Personnel File will be set to Inquiry Status at 3:00 pm</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Monthly Paycalc</div>	21																																																																																				
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