

<b>SHBP EMPLOYING ENTITY FILE/REPORT DELIVERY SCHEDULE</b>				
<b>SHRT File/Report</b>	<b>SHRT Folder</b>	<b>Employing Entity</b>	<b>Created</b>	<b>Deleted</b>
<b>Daily Files &amp; Reports</b>				
1. Input Error Report	Input_Errors	All SHBP Employing Entities	Next Business Day after Record errors out	After 30 days
2. Reject Report	Input_Errors	All SHBP Employing Entities	Next Business Day after Record is rejected	After 30 days
3. Payroll Deduction File (Change File)	Ded_Files	All SHBP Employing Entities*	Next Business Day after member experiences deduction change	After 30 days
4. Proof Bill Report (.CSV format)	Proof_Bills	All SHBP Employing Entities	Next Business Day after member experiences deduction changes	After 30 days
5. Proof Bill Report (Print-ready .PDF format)	Proof_Bills	All SHBP Employing Entities	Next Business Day after member experiences deduction change	After 30 days
6. Proof Bill Cumulative Report (month to date .CSV format)	Proof_Bills	All SHBP Employing Entities	Next Business Day after member experiences deduction changes	After 30 days
<b>Weekly Files &amp; Reports</b>				
7. Address Change Report	Demo_Chng_Rpts	All SHBP Employing Entities	Each Monday	After 45 Days
8. Pending Dependent Report	Pending_Rpts	All SHBP Employing Entities	Each Monday	After 45 days
9. Weekly BOE Coverage Date Report	Other_Rpts	Boards of Education Only	Each Monday	After 45 days
<b>Monthly Files &amp; Reports</b>				
10. Affordable Care Act (ACA) Files	ACA	All SHBP Employing Entities*	5th Business Day of each month	Never

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11. Payment Voucher, Premium Billing Report (BRP), Premium Billing Summary Report	Premium_Billing	All SHBP Employing Entities	28th of each month	After 90 Days
12. Employing Entity Report	Employing_Entity_Rpts	All SHBP Employing Entities	Varies – Coincides with monthly Premium Billing Report (BRP) data extract	After 90 Days
13. Payroll Deduction File (Full File)	Ded_Files	All SHBP Employing Entities*	Last day of each month	After 90 Days
14. Payroll Comparison Report	PUF_Load_Results	Boards of Education and Employing Entities not participating in SAO	Next Business Day after PUF file has been received	After 90 Days
<b>Quarterly Files &amp; Reports</b>				
15. Affordable Care Act (ACA) Files	ACA	Boards of Education and Employing Entities not participating in SAO	5th Business Day after each Quarter	Never
<b>Yearly Files &amp; Reports</b>				
16. Open Enrollment No Action Report	Open_Enrollment	All SHBP Employing Entities	Annually – each day of the Open Enrollment/ROCP window.	After 90 Days
17. Open Enrollment Full Deduction File	Open_Enrollment	Boards of Education and Employing Entities not participating in SAO	Annually – one full file of all member deductions as of the last day of the Open Enrollment window	After 90 Days
18. Other Post-Employment Benefits (OPEB) Reports	OPEB	All SHBP Employing Entities	Annually – within 7 days of receiving reports from DCH Finance	Never
*SHBP delivers the file or report to SAO for State Agencies.				