2016 MHS MONTHLY REPORT CALENDAR

►►►► ALL SERVICE INPUT MUST BE COMPLETED BY 6PM ON THE 3RD WORKDAY! ◄◄◄◄

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jan					1 HOLIDAY	2
3	4	5	6 3rd Workday	7 Print Dec. Reports	8 Run MHS696	9
10	11	12	13	14	15 Run Dec. Reports	16 Print Dec. Reports
17	18 HOLIDAY	19	20	21	22	23
24	25	26	27	28	29	30
31 Run Dec. Reports						

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
FEB	1 Print Dec. Reports	2	3 3rd Workday	4 Print Jan. Reports	5 Run MHS696	6
7	8	9	10	11	12 HOLIDAY	13
14	15 HOLIDAY Run Jan Rpts	16 Print Jan. Reports	17	18	19	20
21	22	23	24	25	26	27
28	29 Run Jan. Reports					

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Mar		1 Print Jan. Reports	2	3 3rd Workday	4 Print Feb. Reports	5
6	7 Run MHS696	8	9	10	11	12
13	14	15 Run Feb. Reports	16 Print Feb. Reports	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Run Feb. Reports		

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
APR					1 Print Feb. Reports	2
3	4	5 3rd Workday	6 Print March Reports	7 Run MHS696	8	9
10	11	12	13	14	15 Run March Reports	16 Print March Reports
17	18	19	20	21	22	23
24	25	26	27	28	29	30 Run March Reports

3rd Workday Reports
MHS206   PSP117
PSP131
Site Specific Only: MHS854 , MHS855

5th Workday
MHS696

15th Day Reports
PSP131
Site Specific Only:
MHS854, MHS855

Last Day of Month Reports
PSP131
Site Specific Only:
MHS854, MHS855

2016 MHS Monthly Report Calendar

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MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 MAY	2 Print March Reports	3	4 3rd Workday	5 Print April Reports	6 Run MHS696	7
8	9	10	11	12	13	14
15 Run April Reports	16 Print April Reports	17	18	19	20	21
22	23	24	25	26	27	28
29	30 HOLIDAY	31 Run April Reports				

JUN

Sun	Mon	Tue	Wed	Thu	Fri	Sat
JUN		1 Print April Reports	2	3 3rd Workday	4 Print May Reports	
5	6	7 Run MHS696	8	9	10	11
12	13	14	15 Run May Reports	16 Print May Reports	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Run May Reports		

JUL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
JUL					1 Print May Reports	2
3	4 HOLIDAY	5	6 3rd Workday	7 Print June Reports	8 Run MHS696	9
10	11	12	13	14	15 Run June Reports	16 Print June Reports
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Run June Reports						

AUG

Sun	Mon	Tue	Wed	Thu	Fri	Sat
AUG	1 Print June Reports	2	3 3rd Workday	4 Print July Reports	5 Run MHS696	6
7	8	9	10	11	12	13
14	15 Run July Reports	16 Print July Reports	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Run July Reports			

3rd Workday Reports
MHS206   PSP117   PSP131
Site Specific Only: MHS854 , MHS855

5th Workday
MHS696

15th Day Reports
PSP131
Site Specific Only:
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Last Day of Month Reports
PSP131
Site Specific Only:
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SEPT

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Print July Reports	2	3
4	5 HOLIDAY	6 3rd Workday	7 Print Aug. Reports	8 Run MHS696	9	10
11	12	13	14	15 Run Aug. Reports	16 Print Aug. Reports	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Run Aug. Reports	

OCT

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Print Aug. Reports
2	3	4	5 3rd Workday	6 Print Sept. Reports	7 Run MHS696	8
9	10	11	12	13	14	15 Run Sept. Reports
16 Print Sept. Reports	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Run Sept. Reports					

NOV

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Print Sept. Reports	2	3 3rd Workday	4 Print Oct. Reports	5
6	7 Run MHS696	8	9	10	11 HOLIDAY	12
13	14	15 Run Oct. Reports	16 Print Oct. Reports	17	18	19
20	21	22	23	24 HOLIDAY	25 HOLIDAY	26
27	28	29	30 Run Oct. Reports			

Dec

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Print Oct. Reports	2	3
4	5 3rd Workday	6 Print Nov. Reports	7 Run MHS696	8	9	10
11	12	13	14	15 Run Nov. Reports	16 Print Nov. Reports	17
18	19	20	21	22	23	24
25	26 HOLIDAY	27	28	29	30	31 Run Nov. Reports

3rd Workday Reports
MHS206   PSP117
PSP131
Site Specific Only: MHS854 , MHS855

5th Workday
MHS696

15th Day Reports
PSP131
Site Specific Only:
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Last Day of Month Reports
PSP131
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MHS854, MHS855