

## CDS in Texas -Veteram Directed - 2023 Payroll Schedule

If payday lands on a holiday, payroll will be processed the day before

**NOTE:** Payroll is processed semi-monthly (twice in one month). Timesheet due dates and paydays have changed. Timesheets are due every 1st or the 16th of the month. Payday will be every 1st and the 15th. (If date falls on a weekend, payroll will be processed the Friday prior.

PAY PERIOD	PAYROLL START	END	TIME SHEET DUE	PAY DATE
1	12/16/2022	12/31/2022	01/01/2023	01/13/2023
2	01/01/2023	01/15/2023	01/16/2023	02/01/2023
3	01/16/2023	01/31/2023	02/01/2023	02/15/2023
4	02/01/2023	02/15/2023	02/16/2023	03/01/2023
5	02/16/2023	02/28/2023	03/01/2023	03/15/2023
6	03/01/2023	03/15/2023	03/16/2023	03/31/2023
7	03/16/2023	03/31/2023	04/01/2023	04/14/2023
8	04/01/2023	04/15/2023	04/16/2023	05/01/2023
9	04/16/2023	04/30/2023	05/01/2023	05/15/2023
10	05/01/2023	05/15/2023	05/16/2023	06/01/2023
11	05/16/2023	05/31/2023	06/01/2023	06/15/2023
12	06/01/2023	06/15/2023	06/16/2023	06/30/2023
13	06/16/2023	06/30/2023	07/01/2023	07/14/2023
14	07/01/2023	07/15/2023	07/16/2023	08/01/2023
15	07/16/2023	07/31/2023	08/01/2023	08/15/2023
16	08/01/2023	08/15/2023	08/16/2023	09/01/2023
17	08/16/2023	08/31/2023	09/01/2023	09/15/2023
18	09/01/2023	09/15/2023	09/16/2023	09/29/2023
19	09/16/2023	09/30/2023	10/01/2023	10/13/2023
20	10/01/2023	10/15/2023	10/16/2023	11/01/2023
21	10/16/2023	10/31/2023	11/01/2023	11/15/2023
22	11/01/2023	11/15/2023	11/16/2023	12/01/2023
23	11/16/2023	11/30/2023	12/01/2023	12/15/2023
24	12/01/2023	12/15/2023	12/16/2023	12/29/2023
1	12/16/2023	12/31/2023	01/01/2024	01/15/2024

All timesheets are due by 5 PM every 1ST or the 16TH following the last day of the pay period even if it lands on a holiday

EMPLOYEES SHOULD NOT TRY TO CASH THEIR CHECKS EARLY. Our bank receives a list of approved checks on payday. Any checks cashed prior to that date will be returned.

**PLEASE USE THE FAX NUMBER, EMAIL, OR JOTFORM LINK BELOW TO SEND ALL VETERAN TIMESHEETS**

Email Address
VD@cdsintexas.com

Veteran Fax Number
210-640-3913

JotForm Link
<a href="https://dsswtx.jotform.com/kjeffrey/va-timesheet-upload">https://dsswtx.jotform.com/kjeffrey/va-timesheet-upload</a>

Alternative numbers: If above numbers are not working: 866 301 1182 or 866 4626671 or 877 812 3789

**For all Veteran related questions or inquiries, please contact the Veteran Directed Department**  
210-798-3779 Ext. 8319