

CDS in Texas Bi-Weekly 2024 Payroll Schedule

EVV Option 1 approvals/visit maintenance and EVV Option 2 & 3 timesheets are due every other Monday. Even if it is a Holiday.

Payday is every other Friday.

If Friday is a Holiday, payday will be on a Thursday.

PAY PERIOD	PAYROLL	End	DUE	PAY DATE
1	12/10/2023	12/23/2023	12/25/2023	01/05/2024
2	12/24/2023	01/06/2024	01/08/2024	01/19/2024
3	01/07/2024	01/20/2024	01/22/2024	02/02/2024
4	01/21/2024	02/03/2024	02/05/2024	02/16/2024
5	02/04/2024	02/17/2024	02/19/2024	03/01/2024
6	02/18/2024	03/02/2024	03/04/2024	03/15/2024
7	03/03/2024	03/16/2024	03/18/2024	03/29/2024
8	03/17/2024	03/30/2024	04/01/2024	04/12/2024
9	03/31/2024	04/13/2024	04/15/2024	04/26/2024
10	04/14/2024	04/27/2024	04/29/2024	05/10/2024
11	04/28/2024	05/11/2024	05/13/2024	05/24/2024
12	05/12/2024	05/25/2024	05/27/2024	06/07/2024
13	05/26/2024	06/08/2024	06/10/2024	06/21/2024
14	06/09/2024	06/22/2024	06/24/2024	07/05/2024
15	06/23/2024	07/06/2024	07/08/2024	07/19/2024
16	07/07/2024	07/20/2024	07/22/2024	08/02/2024
17	07/21/2024	08/03/2024	08/05/2024	08/16/2024
18	08/04/2024	08/17/2024	08/19/2024	08/30/2024
19	08/18/2024	08/31/2024	09/02/2024	09/13/2024
20	09/01/2024	09/14/2024	09/16/2024	09/27/2024
21	09/15/2024	09/28/2024	09/30/2024	10/11/2024
22	09/29/2024	10/12/2024	10/14/2024	10/25/2024
23	10/13/2024	10/26/2024	10/28/2024	11/08/2024
24	10/27/2024	11/09/2024	11/11/2024	11/22/2024
25	11/10/2024	11/23/2024	11/25/2024	12/06/2024
26	11/24/2024	12/07/2024	12/09/2024	12/20/2024
1	12/08/2024	12/21/2024	12/23/2024	01/03/2025

Guidance on ways to submit your timesheets

EVV Time Submission Deadlines

EVV Option 1 approvals and all EVV Option 2 & 3 timesheets are **due by 5 PM on Monday**

Vesta EVV CDV link for visit maintenance and approval: <https://cdv.vestaevv.com/#/login> (Option 1 Only)

Ways you can submit your Timesheet or Documentation of Tasks worked

Option 1 - HCS & Texas Home Living and EVV Option 2 & 3 can use the following methods to submit:

Timesheet Upload: <https://dsswtx.jotform.com/220174908128051>

Scan and email to cds@cdsintexas.com

Fax Numbers

Toll Free: **(877) 726-4910** Local: **(210)785-3470** Alternate Numbers: (866) 301-1182 or (866) 462-6671 or (877) 812-3789

Additional Information

CONTACT CDS: If you have questions about payroll please contact us at CUSTOMERSUPPORT@cdsintexas.com or (210) 798-3779 x 0

New Hire Paperwork NEWHIRES@cdsintexas.com

Requests for Reimbursement ACCOUNTSPAYABLE@cdsintexas.com FAX (877) 726-4919 or (210) 785-3479

Know your rights! Visit our website for a complete copy of your rights or request it from your Service Advisor.

Complaints

It is your right to register a complaint if you are dissatisfied with the service you receive.

To do so, visit <https://www.hhs.texas.gov/services/your-rights/complaint-incident-intake> or call 1-800-458-9858.

Abuse / Neglect / Exploitation

We all have a responsibility to report abuse, neglect, or exploitation. If an emergency, call 911.

To report online, go to: <https://www.txabusehotline.org/Login/Default.aspx>. To report by phone, call the Texas Abuse Hotline at 1-800-252-5400.

Fraud / Waste / Abuse

You can report suspected fraud, waste, or abuse in Texas Health and Human Services Programs by filling out a report at: <https://oig.hhsc.state.tx.us/wafrep/>.

To report by phone, call the Texas Office of Inspector General at 1-800-436-6184.

Visit our website for more information and access forms: www.CDSINTEXAS.com