

CDS in Texas - 2024 Semi Monthly 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). 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	12/16/2023	12/31/2023	01/01/2024	01/12/2024
2	01/01/2024	01/15/2024	01/16/2024	02/01/2024
3	01/16/2024	01/31/2024	02/01/2024	02/15/2024
4	02/01/2024	02/15/2024	02/16/2024	03/01/2024
5	02/16/2024	02/29/2024	03/01/2024	03/15/2024
6	03/01/2024	03/15/2024	03/16/2024	04/01/2024
7	03/16/2024	03/31/2024	04/01/2024	04/15/2024
8	04/01/2024	04/15/2024	04/16/2024	05/01/2024
9	04/16/2024	04/30/2024	05/01/2024	05/15/2024
10	05/01/2024	05/15/2024	05/16/2024	05/31/2024
11	05/16/2024	05/31/2024	06/01/2024	06/14/2024
12	06/01/2024	06/15/2024	06/16/2024	07/01/2024
13	06/16/2024	06/30/2024	07/01/2024	07/15/2024
14	07/01/2024	07/15/2024	07/16/2024	08/01/2024
15	07/16/2024	07/31/2024	08/01/2024	08/15/2024
16	08/01/2024	08/15/2024	08/16/2024	08/30/2024
17	08/16/2024	08/31/2024	09/01/2024	09/13/2024
18	09/01/2024	09/15/2024	09/16/2024	10/01/2024
19	09/16/2024	09/30/2024	10/01/2024	10/15/2024
20	10/01/2024	10/15/2024	10/16/2024	11/01/2024
21	10/16/2024	10/31/2024	11/01/2024	11/15/2024
22	11/01/2024	11/15/2024	11/16/2024	11/29/2024
23	11/16/2024	11/30/2024	12/01/2024	12/13/2024
24	12/01/2024	12/15/2024	12/16/2024	12/31/2024
1	12/16/2024	12/31/2024	01/01/2025	01/15/2025

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		Veteran Fax Number
VD@cdsintexas.com		210-640-3913
	JotForm Link	
	https://dsswtx.jotform.com/kjeffrey/va-timesheet-upload	

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**