

CDS in Texas Bi-Weekly 2025 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	12/08/2024	12/21/2024	12/23/2024	01/03/2025
2	12/22/2024	01/04/2025	01/06/2025	01/17/2025
3	01/05/2025	01/18/2025	01/20/2025	01/31/2025
4	01/19/2025	02/01/2025	02/03/2025	02/14/2025
5	02/02/2025	02/15/2025	02/17/2025	02/28/2025
6	02/16/2025	03/01/2025	03/03/2025	03/14/2025
7	03/02/2025	03/15/2025	03/17/2025	03/28/2025
8	03/16/2025	03/29/2025	03/31/2025	04/11/2025
9	03/30/2025	04/12/2025	04/14/2025	04/25/2025
10	04/13/2025	04/26/2025	04/28/2025	05/09/2025
11	04/27/2025	05/10/2025	05/12/2025	05/23/2025
12	05/11/2025	05/24/2025	05/26/2025	06/06/2025
13	05/25/2025	06/07/2025	06/09/2025	06/20/2025
14	06/08/2025	06/21/2025	06/23/2025	07/03/2025
15	06/22/2025	07/05/2025	07/07/2025	07/18/2025
16	07/06/2025	07/19/2025	07/21/2025	08/01/2025
17	07/20/2025	08/02/2025	08/04/2025	08/15/2025
18	08/03/2025	08/16/2025	08/18/2025	08/29/2025
19	08/17/2025	08/30/2025	09/01/2025	09/12/2025
20	08/31/2025	09/13/2025	09/15/2025	09/26/2025
21	09/14/2025	09/27/2025	09/29/2025	10/10/2025
22	09/28/2025	10/11/2025	10/13/2025	10/24/2025
23	10/12/2025	10/25/2025	10/27/2025	11/07/2025
24	10/26/2025	11/08/2025	11/10/2025	11/21/2025
25	11/09/2025	11/22/2025	11/24/2025	12/05/2025
26	11/23/2025	12/06/2025	12/08/2025	12/19/2025
1	12/07/2025	12/20/2025	12/22/2025	01/02/2026

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 and 3 can use the following methods to submit:

You now have another way to upload your timesheet. <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 your 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 forms: www.cdsintexas.com