

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

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**