

HELPING RESTORE ABILITY APRIL 3 2021- APRIL 2 2022 PAYROLL SCHEDULE-CDS

Pay period begin Pay period end <u>Timesheets due</u> Payday	March 21, 2021 April 3, 2021 <u>April 5, 2021</u> April 16, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	April 4, 2021 April 17, 2021 <u>April 19, 2021</u> April 30, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	April 18, 2021 May 1, 2021 <u>May 3, 2021</u> May 14, 2021
Pay period begin Pay period end <u>Timesheets due</u> Payday	May 2, 2021 May 15, 2021 <u>May 17, 2021</u> May 28, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	May 16, 2021 May 29, 2021 <u>May 31, 2021</u> June 11, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	May 30, 2021 June 12, 2021 <u>June 14, 2021</u> June 25, 2021
Pay period begin Pay period end <u>Timesheets due</u> Payday	June 13, 2021 June 26, 2021 <u>June 28, 2021</u> July 9, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	June 27, 2021 July 10, 2021 <u>July 12, 2021</u> July 23, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	July 11, 2021 July 24, 2021 <u>July 26, 2021</u> August 6, 2021
Pay period begin Pay period end <u>Timesheets due</u> Payday	July 25, 2021 August 7, 2021 <u>August 9, 2021</u> August 20, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	August 8, 2021 August 21, 2021 <u>August 23, 2021</u> September 3, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	August 22, 2021 September 4, 2021 <u>September 5, 2021</u> September 17, 2021
Pay period begin Pay period end <u>Timesheets due</u> Payday	September 5, 2021 September 18, 2021 <u>September 20, 2021</u> October 1, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	September 19, 2021 October 2, 2021 <u>October 4, 2021</u> October 15, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	October 3, 2021 October 16, 2021 <u>October 18, 2021</u> October 29, 2021
Pay period begin Pay period end <u>Timesheets due</u> Payday	October 17, 2021 October 30, 2021 <u>November 1, 2021</u> November 12, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	October 31, 2021 November 13, 2021 <u>November 15, 2021</u> November 24, 2021	Pay period Pay period end <u>Timesheets due</u> Payday	November 14, 2021 November 27, 2021 <u>November 29, 2021</u> December 10, 2021
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Pay period begin Pay period end <u>Timesheets due</u> Payday	January 9, 2022 January 22, 2022 <u>January 24, 2022</u> February 4, 2022	Pay period Pay period end <u>Timesheets due</u> Payday	January 23, 2022 February 5, 2022 <u>February 7, 2022</u> February 18, 2022	Pay period Pay period end <u>Timesheets due</u> Payday	February 6, 2022 February 19, 2022 <u>February 21, 2022</u> March 4, 2022
Pay period begin Pay period end <u>Timesheets due</u> Payday	February 20, 2022 March 5, 2022 <u>March 7, 2022</u> March 18, 2022	Pay period Pay period end <u>Timesheets due</u> Payday	March 6, 2022 March 19, 2022 <u>March 21, 2022</u> April 1, 2022	Pay period Pay period end <u>Timesheets due</u> Payday	March 20, 2022 April 2, 2022 <u>April 4, 2022</u> April 15, 2022

Important Notes:

Timesheets are due by 12PM on Monday following the pay period end date.

Timesheets should be turned in timely AND any timesheets older than 2 weeks old MAY NOT be processed due to billing deadlines.

Timesheets must reflect the actual hours worked with the client.

No hours should be submitted on a timesheet, during which time a client is hospitalized.

Reminder for services delivered through midnight; time ends at 11:59pm on the timesheet and time starts at 12am the following day.

Changes due to holidays are noted in **bold**.

Timesheets can be Faxed to 817-275-2163 OR Emailed to cdstimesheets@hratexas.org

Questions can be submitted by Email to cdstimesheets@hratexas.org OR Voicemail by leaving a message 817-469-1977.