

# CDS Timesheet Submission



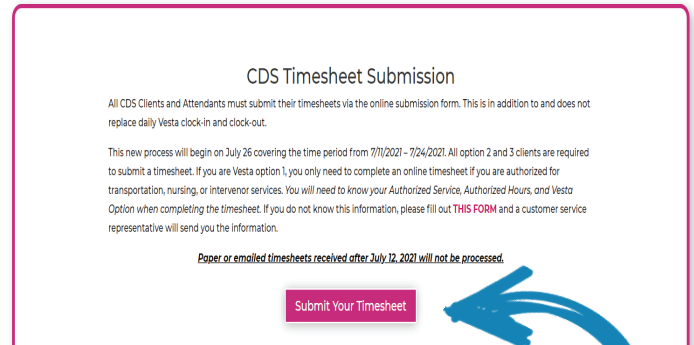
HELPING RESTORE ABILITY

Step 1: Use your web browser (Chrome, Safari, or Internet Explorer) to go to the website

[www.hratexas.org/CDS](http://www.hratexas.org/CDS)

Step 2: Scroll down until you see the pink box titled CDS Timesheet Submission

Step 3: Click the pink button labeled "Submit Your Timesheet"



**Note: Please read the instructions before clicking the button to submit your timesheet. If you need any of this information sent to you, fill out the request form and wait for a reply.**

Step 4: Carefully fill out each section of the timesheet form. When entering your time, be sure to indicate if it is AM or PM. Forgetting to do so, may delay processing.

WEEK 1 TIME - \*\*Indicate if time is A.M. or P.M. | Indique si la hora es A.M. o P.M. \*\*

	IN	OUT	IN	OUT	IN	OUT	IN	OUT
SUNDAY								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

Step 5: The timesheet MUST be signed by both the client (or Designated Representative) and the Attendant. It can be signed with a finger on a phone or tablet or using the mouse on a computer.

**TIP: Fill out the timesheet at the end of the last shift of the pay period so that the client and attendant are available to sign it.**

Step 6: Fill out any of the fields that need to be updated in your file.

Step 7: Click "Submit". Your timesheet is now submitted. A separate timesheet must be completed if you receive or provide care under different service plans.

If you have questions or concerns, please call the HRA Front Desk at 817-469-1977