



**2023 CDS Payroll Calendar**

Pay Period		Visit Maintenance/ Timesheet/ Vesta Approval (Due Noon)	Pay Day	HRA Holidays	FED Holidays
Start	End				
12/25/2022	1/7/2023	1/9/2023	1/20/2023	1/2/2023	1/2/2023
1/8/2023	1/21/2023	1/23/2023	2/3/2023	1/16/2023	1/16/2023
1/22/2023	2/4/2023	2/6/2023	2/17/2023		
2/5/2023	2/18/2023	2/20/2023	3/3/2023		
2/19/2023	3/4/2023	3/6/2023	3/17/2023	2/20/2023	2/20/2023
3/5/2023	3/18/2023	3/20/2023	3/31/2023		
3/19/2023	4/1/2023	4/3/2023	4/14/2023		
4/2/2023	4/15/2023	4/17/2023	4/28/2023		
4/16/2023	4/29/2023	5/1/2023	5/12/2023		
4/30/2023	5/13/2023	5/15/2023	5/26/2023		
5/14/2023	5/27/2023	5/29/2023	6/9/2023		
5/28/2023	6/10/2023	6/12/2023	6/23/2023	5/29/2023	5/29/2023
6/11/2023	6/24/2023	6/26/2023	7/7/2023	6/19/2023	6/19/2023
6/25/2023	7/8/2023	7/10/2023	7/21/2023	7/4/2023	7/4/2023
7/9/2023	7/22/2023	7/24/2023	8/4/2023		
7/23/2023	8/5/2023	8/7/2023	8/18/2023		
8/6/2023	8/19/2023	8/21/2023	9/1/2023		
8/20/2023	9/2/2023	9/4/2023	9/15/2023		
9/3/2023	9/16/2023	9/18/2023	9/29/2023	9/4/2023	9/4/2023
9/17/2023	9/30/2023	10/2/2023	10/13/2023		
10/1/2023	10/14/2023	10/16/2023	10/27/2023	10/9/2023	10/9/2023
10/15/2023	10/28/2023	10/30/2023	11/10/2023		
10/29/2023	11/11/2023	11/13/2023	11/24/2023	11/10/2023	11/10/2023
11/12/2023	11/25/2023	11/27/2023	12/8/2023	11/23/2023 & 11/24/2023	11/23/2023
11/26/2023	12/9/2023	12/11/2023	12/22/2023		
12/10/2023	12/23/2023	<b>12/26/2023</b>	1/5/2024		
12/24/2023	1/6/2024	1/8/2024	1/19/2024	12/25/2023 & 1/1/2024	12/25/2023
1/7/2024	1/20/2024	1/22/2024	2/2/2024		

**Important Payroll Notes:**  
 Timesheets, Visit Maintenance Requests and Vesta Approvals are due by 12PM on the Monday following the pay period end date.  
 Non-EVV Timesheets and Visit Maintenance Requests should be turned in timely online at <https://hratexas.org/cds-timesheets/>.  
 Non-EVV Timesheets and Visit Maintenance Requests MUST reflect actual hours worked for the client.  
  
 Non-EVV Timesheets, Visit Maintenance Requests and Vesta Approvals older than 2 weeks MAY NOT be processed due to billing deadlines.  
 For services delivered through midnight; time ends at 11:59pm on the timesheet and time starts at 12am the following day.  
 No hours should be submitted on a timesheet, during which time a client is hospitalized.  
 Changes due to holidays are noted in **bold**.  
 Questions can be submitted by ticket to <https://hratexas.org/support-ticket/>.