

**2024 CDS Payroll Calendar**

Pay Period		Visit Maintenance/ Timesheet/ Vesta Approval (Due Noon)	Pay Day	HRA Holidays	FED Holidays
Start	End				
12/10/2023	12/23/2023	<b>12/26/2023</b>	1/5/2024	1/1/2024	1/1/2024
12/24/2023	1/6/2024	1/8/2024	1/19/2024		1/15/2024
1/7/2024	1/20/2024	1/22/2024	2/2/2024		
1/21/2024	2/3/2024	2/5/2024	2/16/2024		
2/4/2024	2/17/2024	2/19/2024	3/1/2024		2/19/2024
2/18/2024	3/2/2024	3/4/2024	3/15/2024		
3/3/2024	3/16/2024	3/18/2024	3/29/2024		
3/17/2024	3/30/2024	4/1/2024	4/12/2024		
3/31/2024	4/13/2024	4/15/2024	4/26/2024		
4/14/2024	4/27/2024	4/29/2024	5/10/2024		
4/28/2024	5/11/2024	5/13/2024	5/24/2024		
5/12/2024	5/25/2024	5/27/2024	6/7/2024	5/27/2024	5/27/2024
5/26/2024	6/8/2024	6/10/2024	6/21/2024	6/19/2023	6/19/2023
6/9/2024	6/22/2024	6/24/2024	7/5/2024	7/4/2023	7/4/2023
6/23/2024	7/6/2024	7/8/2024	7/19/2024		
7/7/2024	7/20/2024	7/22/2024	8/2/2024		
7/21/2024	8/3/2024	8/5/2024	8/16/2024		
8/4/2024	8/17/2024	8/19/2024	8/30/2024		
8/18/2024	8/31/2024	9/2/2024	9/13/2024	9/2/2024	9/2/2024
9/1/2024	9/14/2024	9/16/2024	9/27/2024		
9/15/2024	9/28/2024	9/30/2024	10/11/2024		
9/29/2024	10/12/2024	10/14/2024	10/25/2024		10/14/2024
10/13/2024	10/26/2024	10/28/2024	11/8/2024		
10/27/2024	11/9/2024	11/11/2024	11/22/2024		11/11/2024
11/10/2024	11/23/2024	11/25/2024	12/6/2024	11/28/2024	11/28/2024
11/24/2024	12/7/2024	12/9/2024	12/20/2024		
12/8/2024	12/21/2024	12/23/2024	1/3/2025	12/25/2024 & 1/1/2025	12/25/2024 & 1/1/2025
12/22/2024	1/4/2025	1/6/2025	1/17/2025		
1/5/2025	1/18/2025	1/20/2025	1/31/2025		1/20/2025

**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/>.