

2025 CDS Payroll Calendar

Pay Period		Visit Maintenance/ Timesheet/ Vesta Approval (Due Noon)	Pay Day	HRA	FED
Start	End			Holidays	Holidays
12/8/2024	12/21/2024	12/23/2024	1/3/2025	12/25/2024 & 01/01/2025	12/25/2024 & 01/01/2025
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	1/20/2025
1/19/2025	2/1/2025	2/3/2025	2/14/2025		
2/2/2025	2/15/2025	2/17/2025	2/28/2025		2/17/2025
2/16/2025	3/1/2025	3/3/2025	3/14/2025		
3/2/2025	3/15/2025	3/17/2025	3/28/2025		
3/16/2025	3/29/2025	3/31/2025	4/11/2025		
3/30/2025	4/12/2025	4/14/2025	4/25/2025		
4/13/2025	4/26/2025	4/28/2025	5/9/2025		
4/27/2025	5/10/2025	5/12/2025	5/23/2025		
5/11/2025	5/24/2025	5/26/2025	6/6/2025	5/26/2025	5/26/2025
5/25/2025	6/7/2025	5/27/2024	6/20/2025	6/19/2025	6/19/2025
6/8/2025	6/21/2025	6/23/2025	7/3/2025	7/4/2025	7/4/2025
6/22/2025	7/5/2025	7/7/2025	7/18/2025		
7/6/2025	7/19/2025	7/21/2025	8/1/2025		
7/20/2025	8/2/2025	8/4/2025	8/15/2025		
8/3/2025	8/16/2025	8/18/2025	8/29/2025		
8/17/2025	8/30/2025	9/1/2025	9/12/2025	9/1/2025	9/1/2025
8/31/2025	9/13/2025	9/2/2024	9/26/2025		
9/14/2025	9/27/2025	9/29/2025	10/10/2025		
9/28/2025	10/11/2025	10/13/2025	10/24/2025		10/13/2025
10/12/2025	10/25/2025	10/27/2025	11/7/2025		
10/26/2025	11/8/2025	11/10/2025	11/21/2025		11/11/2025
11/9/2025	11/22/2025	11/24/2025	12/5/2025	11/27/2025	11/27/2025
11/23/2025	12/6/2025	12/8/2025	12/19/2025		
12/7/2025	12/20/2025	12/22/2025	1/2/2026	12/25/2025 & 1/1/2026	12/25/2025 & 1/1/2026
12/21/2025	1/3/2026	1/5/2026	1/16/2026		
1/4/2026	1/17/2026	1/19/2026	1/30/2026		1/19/2026
1/18/2026	1/31/2026	2/2/2026	2/13/2026		

Important Payroll Notes:

Timesheets, Visit Maintenance Requests and Vesta Approvals are **due by 12PM on the Monday** following the pay period end date.

Timesheets, Visit Maintenance Requests and Vesta Approvals can be submitted on Sunday - the day before the deadline but no later than 12pm Mondays as shown above to be considered on time.

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/>.