



## HELPING RESTORE ABILITY

A Non Profit Serving Texans with Disabilities

### 2026 ADS Payroll Calendar

Pay Period		Pay Day
Start	End	
12/15/2025	12/28/2025	1/9/2026
12/29/2025	1/11/2026	1/23/2026
1/12/2026	1/25/2026	2/6/2026
1/26/2026	2/8/2026	2/20/2026
2/9/2026	2/22/2026	3/6/2026
2/23/2026	3/8/2026	3/20/2026
3/9/2026	3/22/2026	4/3/2026
3/23/2026	4/5/2026	4/17/2026
4/6/2026	4/19/2026	5/1/2026
4/20/2026	5/3/2026	5/15/2026
5/4/2026	5/17/2026	5/29/2026
5/18/2026	5/31/2026	6/12/2026
6/1/2026	6/14/2026	6/26/2026
6/15/2026	6/28/2026	7/10/2026
6/29/2026	7/12/2026	7/24/2026
7/13/2026	7/26/2026	8/7/2026
7/27/2026	8/9/2026	8/21/2026
8/10/2026	8/23/2026	9/4/2026
8/24/2026	9/6/2026	9/18/2026
9/7/2026	9/20/2026	10/2/2026
9/21/2026	10/4/2026	10/16/2026
10/5/2026	10/18/2026	10/30/2026
10/19/2026	11/1/2026	11/13/2026
11/2/2026	11/15/2026	11/27/2026
11/16/2026	11/29/2026	12/11/2026
11/30/2026	12/13/2026	12/25/2026
12/14/2026	12/27/2026	1/8/2027

#### Important Payroll Notes:

**\*ALL HOURS WORKED MUST BE DOCUMENTED USING EVV CLOCK IN/OUT\***

Contact Information: <https://hratexas.org/support-ticket/> or 817-469-1977, Option 2

Agency Programs Manager: Teddi Barry

Agency Programs Payroll Coordinator: Cristy Wall

HRA HR Manager: Robin Medina

Any changes to schedules must be approved in advance by the Agency Programs Manager or Payroll Coordinator.

Clock in/out issues or concerns can be sent to Agency Programs Payroll Coordinator.

Clock in/out matters must be corrected within 48 hours to ensure no delay in payment.

Report any EVV malfunctions to ADS Payroll Coordinator immediately.

For services delivered through midnight; clock out at 11:59pm and clock back in 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/>.