



in Texas

a division of DSSW and LifeSpan Home Health

To all Veterans and Employers in the Veterans Directed Program:

Effective October 1, 2020, the VD program will be moving to a semi-monthly payroll. With the new transition, this will include:

- Updated 2020 Pay Schedule
- New 2021 Pay Schedule
- New Semi-Monthly VA Timesheets (2 Forms)
 - Form 1 with dates 1-15
 - Form 2 with dates 16-31
- New timesheet fax number, **210-640-3913** *the VD@cdsintexas.com email is still available*

This will alter our paydays from every other Friday to every 1st and the 15th of the month. **If the 1st or the 15th falls on a weekend or national bank holiday, payday will be moved to the Friday prior.**

Timesheets will now be due the day following the last day of the pay period before 5pm, regardless if it is a holiday. With the exclusion of the timesheet due date, all other prior timesheet requirements have not been changed and will be kept the same.

Please make sure that you have the updated forms mentioned above and have given a verbal notice to your employees **before** the transitional period of **Pay Period 22** to ensure a smooth and successful transfer into the new payroll schedule.

Pay Period 21 will be the final bi-weekly payroll for the VD program which will contain the days worked between 9/20/2020 and 9/30/2020 and will be paid on 10/16/2020. The new semi-monthly schedule will then begin with Pay Period 22 with the dates worked from 10/01/2020 to 10/15/2020 and will be paid on 10/30/2020.

If you have any questions, please call us at 210-798-3779 ext. 1624.

A handwritten signature in black ink that reads 'Luis Ochoa'.

Luis Ochoa
Veterans Directed – CDS Service Advisor