

## CDS in Texas - 2021 Payroll Schedule

If payday lands on a holiday, payroll will be processed the day before

**NOTE: Payroll is processed semi-monthly (twice in one month). Timesheet due dates and paydays have changed. Timesheets are due every 1st or the 15th of the month. Payday will now be every 1st and the 15th. (If date falls on a weekend, payroll will be processed the Friday prior.**

PAY PERIOD	PAYROLL START	END	DUE	PAY DATE
1	12/16/2020	12/31/2020	01/01/2020	01/15/2021
2	01/01/2021	01/15/2021	01/16/2021	02/01/2021
3	01/16/2021	01/31/2021	02/01/2021	02/12/2021
4	02/01/2021	02/15/2021	02/16/2021	03/01/2021
5	02/16/2021	02/28/2021	03/01/2021	03/15/2021
6	03/01/2021	03/15/2021	03/16/2021	04/01/2021
7	03/16/2021	03/31/2021	04/01/2021	04/15/2021
8	04/01/2021	04/15/2021	04/16/2021	04/30/2021
9	04/16/2021	04/30/2021	05/01/2021	05/14/2021
10	05/01/2021	05/15/2021	05/16/2021	06/01/2021
11	05/16/2021	05/31/2021	06/01/2021	06/15/2021
12	06/01/2021	06/15/2021	06/16/2021	07/01/2021
13	06/16/2021	06/30/2021	07/01/2021	07/15/2021
14	07/01/2021	07/15/2021	07/16/2021	07/30/2021
15	07/16/2021	07/31/2021	08/01/2021	08/13/2021
16	08/01/2021	08/15/2021	08/16/2021	09/01/2021
17	08/16/2021	08/31/2021	09/01/2021	09/15/2021
18	09/01/2021	09/15/2021	09/16/2021	10/01/2021
19	09/16/2021	09/30/2021	10/01/2021	10/15/2021
20	10/01/2021	10/15/2021	10/16/2021	11/01/2021
21	10/16/2021	10/31/2021	11/01/2021	11/15/2021
22	11/01/2021	11/15/2021	11/16/2021	12/01/2021
23	11/16/2021	11/30/2021	12/01/2021	12/15/2021
24	12/01/2021	12/15/2021	12/16/2021	12/31/2021
1	12/16/2021	12/31/2021	01/01/2022	01/14/2022

All timesheets are due by 5 PM every 1ST or the 16TH following the last day of the pay period even if it lands on a holiday  
**EMPLOYEES SHOULD NOT TRY TO CASH THEIR CHECKS EARLY.** Our bank receives a list of approved checks on payday. Any checks cashed prior to that date will be returned.

**PLEASE USE THE FAX NUMBERS OR EMAIL BELOW TO SEND ALL VETERAN TIMESHEETS**

<b>Veteran Fax Number</b>
<b>210-640-3913</b>
<b>Email Address</b>
<b>VD@cdsintexas.com</b>

Alternate numbers: If above numbers are not working: 866 301 1182 or 866 462 6671 or 877 812 3789

**For all Veteran related questions or inquiries, please contact Luis Ochoa**

**210-798-3779 Ext. 1624  
lochoa@cdsintexas.com**

If unavailable, please contact Ashley Menchaca at 210-798-3779 Ext. 1664