

**CDS in TEXAS / DISABILITY SERVICES OF THE SOUTHWEST/LIFE SPAN HOME HEALTH**  
**CDS PAYDAY SCHEDULE 2017**

Payroll is on the 11th and 25th of the month unless that date falls on a holiday or weekend in which case it will be the first business day prior to payday

Pay Period	Payroll Start Date	Payroll End Date	Employee Payday
1	12/16/16	12/31/16	01/11/17
2	01/01/17	01/15/17	01/25/17
3	01/16/17	01/31/17	02/10/17
4	02/01/17	02/15/17	02/24/17
5	02/16/17	02/28/17	03/10/17
6	03/01/17	03/15/17	03/24/17
7	03/16/17	03/31/17	04/11/17
8	04/01/17	04/15/17	04/25/17
9	04/16/17	04/30/17	05/11/17
10	05/01/17	05/15/17	05/25/17
11	05/16/17	05/31/17	06/09/17
12	06/01/17	06/15/17	06/23/17
13	06/16/17	06/30/17	07/11/17
14	07/01/17	07/15/17	07/25/17
15	07/16/17	07/31/17	08/11/17
16	08/01/17	08/15/17	08/25/17
17	08/16/17	08/31/17	09/11/17
18	09/01/17	09/15/17	09/25/17
19	09/16/17	09/30/17	10/11/17
20	10/01/17	10/15/17	10/25/17
21	10/16/17	10/31/17	11/09/17
22	11/01/17	11/15/17	11/24/17
23	11/16/17	11/30/17	12/11/17
24	12/01/17	12/15/17	12/22/17
1	12/16/17	12/31/17	01/11/18

Signed timesheets can be scanned and emailed to : [cgs@cgsintexas.com](mailto:cds@cdsintexas.com)

All timesheets are due by 5 PM following last day of the pay period. In other words if the last day of payroll is the 15th, timesheets are due by 5 PM on the 16th.

>>> TIMESHEETS ARE DUE ON THE 1ST AND 16th EVEN IF IT IS A WEEKEND OR HOLIDAY - THANKS <<<

PLEASE DO NOT TRY TO CASH YOUR CHECKS EARLY

Our bank receives a list of approved checks on payday. Any checks cashed prior to the actual payroll date will be returned. Your employee will incur expensive bank charges

PLEASE USE THE FAX NUMBER THAT CORRESPONDS TO CONSUMER'S LAST NAME

<b>A</b>	877-726-4910 210-785-3470	<b>B</b>	877-726-0183 210-733-3068	<b>C</b>	877-726-4911 210-785-3471	<b>D</b>	877-726-0184 210-733-3069
<b>E</b>	877-726-0185 210-733-3073	<b>F</b>	877-726-4912 210-785-3472	<b>G</b>	877-726-0186 210-733-3074	<b>H</b>	877-726-4913 210-785-3473
<b>I</b>	877-726-0187 210-733-3102	<b>J</b>	877-726-0188 210-733-3103	<b>K</b>	877-726-0189 210-733-3105	<b>L</b>	877-726-0190 210-733-3108
<b>M</b>	877-726-4915 210-785-3475	<b>N</b>	877-726-4914 210-785-3474	<b>O</b>	877-726-0191 210-733-3109	<b>P</b>	877-726-0192 210-733-3112
<b>Q</b>	877-726-5893 210-733-3115	<b>R</b>	877-726-4916 210-785-3476	<b>S</b>	877-726-5894 210-733-3116	<b>T</b>	877-726-4918 210-785-3478
<b>U</b>	877-726-5895 210-733-3117	<b>V</b>	877-726-5896 210-733-3119	<b>W</b>	877-726-4917 210-785-3477	<b>X,Y,Z</b>	877-726-5897 210-733-3124

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

New Hire Paperwork & Requests for reimbursement 877 - 726 - 4919 or 210 - 785 - 3479