



SYSTEM OF PAYROLL

BI-WEEKLY

The CDS employer is responsible for training the attendant on the clock-in and clock-out process and must ensure that the EVV system records each service visit. Corrections to the EVV visits must be made through visit maintenance in the EVV system by the final due date according to the level of visit maintenance responsibility selected by the employer.

Pay Period Start	To	Pay Period End	Approval/Visit Maintenance Final Review	Pay Date
Dec 31, 2024	To	Jan 13, 2025	Jan 15, 2025	Jan 31, 2024
Jan 14, 2025	To	Jan 27, 2025	Jan 29, 2025	Feb 14, 2024
Jan 28, 2025	To	Feb 10, 2025	Feb 12, 2025	Feb 28, 2024
Feb 11, 2025	To	Feb 24, 2025	Feb 26, 2025	Mar 13, 2024
Feb 25, 2025	To	Mar 10, 2025	Mar 11, 2025	Mar 27, 2024
Mar 11, 2025	To	Mar 24, 2025	Mar 25, 2025	Apr 10, 2024
Mar 25, 2025	To	Apr 07, 2025	Apr 08, 2025	Apr 24, 2024
Apr 08, 2025	To	Apr 21, 2025	Apr 22, 2025	May 08, 2024
Apr 22, 2025	To	May 05, 2025	May 06, 2025	May 22, 2024
May 06, 2025	To	May 19, 2025	May 20, 2025	Jun 05, 2024
May 20, 2025	To	Jun 02, 2025	Jun 03, 2025	Jun 19, 2024
Jun 03, 2025	To	Jun 16, 2025	Jun 17, 2025	Jul 03, 2024
Jun 17, 2025	To	Jun 30, 2025	Jul 01, 2025	Jul 17, 2024
Jul 01, 2025	To	Jul 14, 2025	Jul 15, 2025	Jul 31, 2024
Jul 15, 2025	To	Jul 28, 2025	Jul 29, 2025	Aug 14, 2024
Jul 29, 2025	To	Aug 11, 2025	Aug 12, 2025	Aug 28, 2024
Aug 12, 2025	To	Aug 25, 2025	Aug 26, 2025	Sep 11, 2024
Aug 26, 2025	To	Sep 08, 2025	Sep 09, 2025	Sep 25, 2024
Sep 09, 2025	To	Sep 22, 2025	Sep 23, 2025	Oct 09, 2024
Sep 23, 2025	To	Oct 06, 2025	Oct 07, 2025	Oct 23, 2024
Oct 07, 2025	To	Oct 20, 2025	Oct 21, 2025	Nov 06, 2024
Oct 21, 2025	To	Nov 03, 2025	Nov 04, 2025	Nov 20, 2024
Nov 04, 2025	To	Nov 17, 2025	Nov 18, 2025	Dec 04, 2024
Nov 18, 2025	To	Dec 01, 2025	Dec 02, 2025	Dec 18, 2024
Dec 02, 2025	To	Dec 15, 2025	Dec 16, 2025	Jan 01, 2025
Dec 16, 2025	To	Dec 29, 2025	Dec 30, 2025	Jan 15, 2025

**All NON-EVV services must be recorded on a timesheet and submitted to your Consultant.
(bonuses, transportation, supported employment, therapy, RN, Intervener)**

Employers please ensure the following:

- *Employees are properly clocking in/out using the EVV system. *The correct EVV service is selected.
- *Visit Maintenance is completed every other Monday based on the System of Payroll to avoid delayed payroll.
This includes submitting Visit Logs on time for options 2 and 3.
- *Hours are not overlapping and must not exceed the weekly budgeted hours set by the payer for all options.
Hours must match your Plan of Care as described on your authorization/IPC.
Repeated manual corrections on daily visits will result in corrective action.

LATE APPROVAL/ LATE VISIT MAINTENANCE = LATE PAYMENT

2024

In-Home Attendant Services, Ltd.

IMPORTANT DATES

OBSERVED HOLIDAYS and OFFICE CLOSURES

JANUARY 1

NEW YEAR'S DAY

MAY 27

Memorial Day

JULY 4

Independence Day

SEPTEMBER 2

Labor Day

NOVEMBER 28

Thanksgiving Day

DECEMBER 25

Christmas Day

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
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MARCH

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31						

APRIL

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30						

MAY

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26	27	28	29	30	31	

JUNE

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JULY

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AUGUST

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24	25	26	27	28	29	30
31						

SEPTEMBER

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29	30					

OCTOBER

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27	28	29	30	31		

NOVEMBER

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

KEY

PAY DAY

FINAL APPROVAL DUE FOR VISIT MAINTENANCE & TIME SHEETS

P.O. BOX 131245
 Houston, TX 77219
 713-528-8345
 1-866-528-6499

www.inhometexas.com

