



Dear Employer,

In an effort to prevent disruption to pay for your attendants, Consumer Direct Care Network (CDCN) will be moving to **one** bi-weekly payroll schedule for all employers and attendants.

CDCN will switch everyone to a bi-weekly schedule **effective March 14, 2019**. To ensure attendants are paid timely, please have all **attendants submit all unpaid time by 3/15/2019** for a pay date of 3/22/2019. The following pay date will be 4/5/2019.

Please refer to the transition schedule below for exact dates:

Pay Period Start Date	Pay Period End Date	Timesheet Due	Pay Date
2/21/2019	3/6/2019	3/8/2019	3/15/2019
3/7/2019	3/13/2019	3/15/2019	3/22/2019
3/14/2019	3/27/2019	3/29/2019	4/5/2019

Thank you for your patience as we transition Financial Management Services. For additional information, please contact us at (888) 444-8182 or InfoCDVA@consumerdirectcare.com.


Sincerely,































































The Consumer Direct Care Network Team

2019 Payroll Calendar

Symbol Key:  Time Due

 Pay Day

 Postal & Bank Holiday

JANUARY							FEBRUARY							MARCH							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		 1	2	3	 4	5						 1	2						 1	2	
6	7	8	9	10	 11	12	3	4	5	6	7	 8	9	3	4	5	6	7	 8	9	
13	14	15	16	17	 18	19	10	11	12	13	14	 15	16	10	11	12	13	14	 15	16	
20	 21	22	23	24	 25	26	17	 18	19	20	21	 22	23	17	18	19	20	21	 22	23	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	 29	30	
																					31
APRIL							MAY							JUNE							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	 5	6				1	2	 3	4							1	
7	8	9	10	11	 12	13	5	6	7	8	9	 10	11	2	3	4	5	6	 7	8	
14	15	16	17	18	 19	20	12	13	14	15	16	 17	18	9	10	11	12	13	 14	15	
21	22	23	24	25	 26	27	19	20	21	22	23	 24	25	16	17	18	19	20	 21	22	
28	29	30					26	 27	28	29	30	 31		23	24	25	26	27	 28	29	
														30							
JULY							AUGUST							SEPTEMBER							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	 4	 5	6					1	 2	3	1	 2	3	4	5	 6	7	
7	8	9	10	11	 12	13	4	5	6	7	8	 9	10	8	9	10	11	12	 13	14	
14	15	16	17	18	 19	20	11	12	13	14	15	 16	17	15	16	17	18	19	 20	21	
21	22	23	24	25	 26	27	18	19	20	21	22	 23	24	22	23	24	25	26	 27	28	
28	29	30	31				25	26	27	28	29	 30	31	29	30						
OCTOBER							NOVEMBER							DECEMBER							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	 4	5						 1	2	1	2	3	4	5	 6	7	
6	7	8	9	10	 11	12	3	4	5	6	7	 8	9	8	9	10	11	12	 13	14	
13	 14	15	16	17	 18	19	10	 11	12	13	14	 15	16	15	16	17	18	19	 20	21	
20	21	22	23	24	 25	26	17	18	19	20	21	 22	23	22	23	24	 25	26	 27	28	
27	28	29	30	31			24	25	26	27	 28	 29	30	29	30	31					

2019 Bank & Post Office Holidays

*New Year's Day - Tuesday, January 1

*Martin Luther King, Jr. Day - Monday, January 21

President's Day - Monday, February 18

*Memorial Day - Monday, May 27

*Independence Day - Thursday, July 4

*Labor Day - Monday, September 2

Columbus Day - Monday, October 14

Veterans Day - Monday, November 11

*Thanksgiving Day - Thursday, November 28

*Christmas Day - Wednesday, December 25

*Consumer Direct Care Network holidays and office closures



Two-week long pay periods are Thursday through Wednesday. Time must be submitted within 2 days of the pay period end date, by FRIDAY at MIDNIGHT. Late time or time with mistakes may result in late pay.

Two Week Pay Period		Time Sheet Due Date	Pay Date
Start Date	End Date		
Thursday	Wednesday	Friday	Friday
12/20/2018	1/2/2019	1/4/2019	1/11/2019
1/3/2019	1/16/2019	1/18/2019	1/25/2019
1/17/2019	1/30/2019	2/1/2019	2/8/2019
1/31/2019	2/13/2019	2/15/2019	2/22/2019
2/14/2019	2/27/2019	3/1/2019	3/8/2019
2/28/2019	3/13/2019	3/15/2019	3/22/2019
3/14/2019	3/27/2019	3/29/2019	4/5/2019
3/28/2019	4/10/2019	4/12/2019	4/19/2019
4/11/2019	4/24/2019	4/26/2019	5/3/2019
4/25/2019	5/8/2019	5/10/2019	5/17/2019
5/9/2019	5/22/2019	5/24/2019	5/31/2019
5/23/2019	6/5/2019	6/7/2019	6/14/2019
6/6/2019	6/19/2019	6/21/2019	6/28/2019
6/20/2019	7/3/2019	7/5/2019	7/12/2019
7/4/2019	7/17/2019	7/19/2019	7/26/2019
7/18/2019	7/31/2019	8/2/2019	8/9/2019
8/1/2019	8/14/2019	8/16/2019	8/23/2019
8/15/2019	8/28/2019	8/30/2019	9/6/2019
8/29/2019	9/11/2019	9/13/2019	9/20/2019
9/12/2019	9/25/2019	9/27/2019	10/4/2019
9/26/2019	10/9/2019	10/11/2019	10/18/2019
10/10/2019	10/23/2019	10/25/2019	11/1/2019
10/24/2019	11/6/2019	11/8/2019	11/15/2019
11/7/2019	11/20/2019	11/22/2019	11/29/2019
11/21/2019	12/4/2019	12/6/2019	12/13/2019
12/5/2019	12/18/2019	12/20/2019	12/27/2019
12/19/2019	1/1/2020	1/3/2020	1/10/2020

Circled Paydays - payment for pay period that includes the first day of the month. If employer is responsible for Patient Pay reimbursement to employee, it is due on this date.

CDVATimesheets@ConsumerDirectCare.com

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