



**IMAGINE
ENTERPRISES**

Consumer Directed Services **2024 PAY DATE CALENDAR**

Pay Period	Time Sheet Due Date	Pay Date
December 10 to December 23, 2023	Sunday, December 24	Tuesday, January 9, 2024
December 24, 2023 to January 6, 2024	Sunday, January 7, 2024	Tuesday, January 23, 2024
January 7 to January 20	Sunday, January 21	Tuesday, February 6, 2024
January 21 to February 3	Sunday, February 4	Tuesday, February 20, 2024
February 4 to February 17	Sunday, February 18	Tuesday, March 5, 2024
February 18 to March 2	Sunday, March 3	Tuesday, March 19, 2024
March 3 to March 16	Sunday, March 17	Tuesday, April 2, 2024
March 17 to March 30	Sunday, March 31	Tuesday, April 16, 2024
March 31 to April 13	Sunday, April 14	Tuesday, April 30, 2024
April 14 to April 27	Sunday, April 28	Tuesday, May 14, 2024
April 28 to May 11	Sunday, May 12	Tuesday, May 28, 2024
May 12 to May 25	Sunday, May 26	Tuesday, June 11, 2024
May 26 to June 8	Sunday, June 9	Tuesday, June 25, 2024
June 9 to June 22	Sunday, June 23	Tuesday, July 9, 2024
June 23 to July 6	Sunday, July 7	Tuesday, July 23, 2024
July 7 to July 20	Sunday, July 21	Tuesday, August 6, 2024
July 21 to August 3	Sunday, August 4	Tuesday, August 20, 2024
August 4 to August 17	Sunday, August 18	Tuesday, September 3, 2024
August 18 to August 31	Sunday, September 1	Tuesday, September 17, 2024
September 1 to September 14	Sunday, September 15	Tuesday, October 1, 2024
September 15 to September 28	Sunday, September 29	Tuesday, October 15, 2024
September 29 to October 12	Sunday, October 13	Tuesday, October 29, 2024
October 13 to October 26	Sunday, October 27	Tuesday, November 12, 2024
October 27 to November 9	Sunday, November 10	Tuesday, November 26, 2024
November 10 to November 23	Sunday, November 24	Tuesday, December 10, 2024
November 24 to December 7	Sunday, December 8	Tuesday, December 24, 2024
December 8 to December 21	Sunday, December 22	Tuesday, January 7, 2025
December 22, 2024 to January 4, 2025	Sunday, January 5, 2025	Tuesday, January 21, 2025
January 5 to January 18, 2025	Sunday, January 19, 2025	Tuesday, February 4, 2025
January 19 to February 1, 2025	Sunday, February 2, 2025	Tuesday, February 18, 2025

DCI approvals of time worked – due date

Approvals of time worked in DCI must be submitted on SUNDAY by midnight on the due date, located in the Pay Date Calendar.

- A grace period of up until noon on Monday is available. Time not approved in DCI by the grace period of noon on Monday will be paid the following pay period.

Payroll Payment Methods – paper checks, bank account change, and payroll cards implementation

- Paper checks
 - Paper checks are mailed on the actual pay date, located in the Pay Date Calendar.
 - Mailed paper paychecks will not be re-issued until after 10 business days.
 - The first payroll will be paid via paper check mailed on pay day. If or when banking information is submitted, we will conduct the prenote process, then with a successful prenote process, the next payroll will be via direct deposit. Both the Direct Deposit Authorization Form along with either a voided check or document from the employee's bank that verifies the routing and account numbers is required for direct deposit.
- Direct Deposit
 - If an employee changes their banking information such as bank account number, type of bank account savings/checking, or depository bank change — the next check will be a paper check. After a successful prenote process with the new banking information, the deposit will change to direct deposit.
 - Direct deposit is paid on the pay date indicated on the Pay Date Calendar.
- **Payroll Cards Implementation**
 - Imagine Enterprises is implementing payroll cards in 2024 for CDS employees who currently receive a paper paycheck. We will no longer issue paper checks once the implementation is completed. More information will be sent this year.

Employee Self Service (ESS) for Pay Stub and W-2 Retrieval

Many of you already use the Employee Self-Serve Payroll Portal for online access to your payroll information. This provides quicker access to paycheck stubs without the wait of regular mail. Plus, the online check stubs can be retained and retrieved electronically for multiple years. **NOW – you can sign-up to receive your annual W-2 form through the Employee Self-Serve Payroll Portal.** To receive this service, you must provide your written consent, contact Melissa Paris for an access form. NOTE: if you are no longer employed by your employer, your access to the pay stubs and W-2's will be terminated, be sure to save these documents for future use.

Request a PIN number from Melissa Paris by email: melissa.paris@imagine-enterprises.org

Include your employee ID number, name, and employer name.

1. Once you've received your PIN, open an internet browser, and go to the ESS Portal—
<https://paystubs.imagine-enterprises.org>
2. Select Company "Imagine Enterprises" from the dropdown menu.

3. Click on "Create New User."
4. Complete the requested information:
 - Username:** Type in a username that you will remember
 - Employee ID:** This is the Employee ID provided on your paycheck
 - Pin:** This is the PIN number provided by Imagine Enterprises
 - New Password:** Enter a password into the New Password field. Must be between 8 and 20 characters, have at least one capital and lowercase letter, one number and one special character (@!#\$%^&*).
 - Confirm Password:** Reenter the new password into the Confirm Password field
 - Last 4 SSN:** Enter the last four numbers of your social security number.
 - Zip Code:** Enter the first 5 numbers of your home zip code.
5. Click on "Create User."
6. Click on "Continue" after your account has been created.
7. You will be directed back to the Log In screen, enter your Username and Password.
8. Click "Login" to enter the employee portal home screen.
9. Once you are on the home page, click "EMPLOYEE."

If you forget your login/password, you will have to re-create your user account by contacting Melissa Paris (melissa.paris@imagine-enterprises.org) to reset your PIN. Be sure to provide your employee ID#, name and employer when requesting a PIN reset. The password can only be changed in the portal once logged in, it cannot be re-set externally.

Drop Down Menu Options:

- **PERSONAL INFO**
 - Profile Info, Address, Phone, Hire Date, DOB
 - For corrections/updates email melissa.paris@imagine-enterprises.org; **all address changes must be submitted using IRS Form W4.**
- **FEATURES**
 - Direct deposit paystubs
 - W-2 electronically posted if authorization provided
- **CHECK HISTORY**
 - Payroll Checks (Select View/Print for the desired pay stub.)
- **W2**
 - **Select the Year** and the W2 copy needed
 - If you have multiple employers, your Employee ID's can be linked to one ESS Account so that you can access all pay stubs with one login. However, to access W2s for each employer, you will still have to create a separate ESS Account for each employer. Please contact Melissa Paris if you would like to link multiple Employee IDs under one ESS Account.

If you need additional assistance gaining access to your information, please contact Melissa Paris:

Phone: (832) 385-9476

Email: melissa.paris@imagine-enterprises.org

Imagine Enterprises Staff Contact Information

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