



Consumer Directed Services 2025 PAY DATE CALENDAR

Pay Period	Time sheet Due Date	Pay Date
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
February 2 to February 15	Sunday, February 16	Tuesday, March 4, 2025
February 16 to March 1	Sunday, March 2	Tuesday, March 18, 2025
March 2 to March 15	Sunday, March 16	Tuesday, April 1, 2025
March 16 to March 29	Sunday, March 30	Tuesday, April 15, 2025
March 30 to April 12	Sunday, April 13	Tuesday, April 29, 2025
April 13 to April 26	Sunday, April 27	Tuesday, May 13, 2025
April 27 to May 10	Sunday, May 11	Tuesday, May 27, 2025
May 11 to May 24	Sunday, May 25	Tuesday, June 10, 2025
May 25 to June 7	Sunday, June 8	Tuesday, June 24, 2025
June 8 to June 21	Sunday, June 22	Tuesday, July 8, 2025
June 22 to July 5	Sunday, July 6	Tuesday, July 22, 2025
July 6 to July 19	Sunday, July 20	Tuesday, August 5, 2025
July 20 to August 2	Sunday, August 3	Tuesday, August 19, 2025
August 3 to August 16	Sunday, August 17	Tuesday, September 2, 2025
August 17 to August 30	Sunday, August 31	Tuesday, September 16, 2025
August 31 to September 13	Sunday, September 14	Tuesday, September 30, 2025
September 14 to September 27	Sunday, September 28	Tuesday, October 14, 2025
September 28 to October 11	Sunday, October 12	Tuesday, October 28, 2025
October 12 to October 25	Sunday, October 26	Tuesday, November 11, 2025
October 26 to November 8	Sunday, November 9	Tuesday, November 25, 2025
November 9 to November 22	Sunday, November 23	Tuesday, December 9, 2025
November 23 to December 6	Sunday, December 7	Tuesday, December 23, 2025
December 7 to December 20	Sunday, December 21	Tuesday, January 6, 2026
December 21, 2025 to January 3, 2026	Sunday January 4, 2026	Tuesday, January 20, 2026

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 or shifts without log notes 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, the prenote process will be conducted, 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 still working to implement payroll cards in 2025 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.

1. **Request a PIN number from Melissa Paris by email:** melissa.paris@imagine-enterprises.org
Include your employee ID number, name and employer name.
2. Once you've received your PIN, open an internet browser, and go to the ESS Portal — <https://paystubs.imagine-enterprises.org>
3. Select Company "Imagine Enterprises" from the dropdown menu.
4. Click on "Create New User."
5. 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.
6. Click on "Create User."
7. Click on "Continue" after your account has been created.
8. You will be directed back to the Log In screen, enter your Username and Password.
9. Click "Login" to enter the employee portal home screen.
10. 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 pay stubs
 - 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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