

December 19, 2017

Dear Employer and Employees of the CDS program:

A MAJOR change will go into effect January 2018. Timesheets will be presented to CTD/CDS every week. Work weeks will start on Sunday and they will end on Saturday. You will have the same three days to get timesheets into the office. Once the week ends on Saturday, you have until Tuesday of every week to get your timesheets into our office. YES... YOU WILL SEND IN A TIME SHEET FOR ONE WEEK, EVERY WEEK.

Beginning on Monday January 1, 2018 you will start to use the NEW timesheets. The old timesheets will NOT be accepted. ONLY THE NEW TIMESHEETS WILL BE PROCESSED FOR PAYROLL.

Use your old timesheets through December 31, 2017. That timesheet is due in our office no later than Tuesday, January 3, 2018. Then, starting on January 1, 2018 you start with new timesheets and you turn them in every week. They are due on or before every Tuesday of the week. If they come in late, your check will be delayed until the next pay period.

When you turn in your first 2018 timesheet to us on or before Tuesday January 9<sup>th</sup>, 2018, we will process payroll and your first paycheck will be sent to you and payable on January 26, 2018. Paychecks will be processed every other Friday.

This notice is being placed in EVERY employee paycheck and a certified letter with new timesheets are being sent to every employer. EMPLOYEES / EMPLOYERS: YOU ARE HEREBY NOTIFIED OF THIS CHANGE. NO FURTHER NOTICES WILL BE SENT.

Recap: Week starts on Sunday. Week ends on Saturday at midnight. Every Tuesday is latest day to get timesheets into the CDS office. Paydays are every other Friday beginning on January 26<sup>th</sup>, 2018. Only new timesheets can be used after December 31, 2017. Old timesheet will not be accepted.

Thank you,

Your CDS team