



Consumer Directed Services

2026 PAY DATE CALENDAR

Pay Period	Time Due	Pay Date
December 7, 2025 to December 20, 2025	Sunday, December 21, 2025	Tuesday, January 6, 2026
December 21, 2025 to January 3, 2026	Sunday, January 4, 2026	Tuesday, January 20, 2026
January 4, 2026 to January 17, 2026	Sunday, January 18, 2026	Tuesday, February 3, 2026
January 18 to January 31, 2026	Sunday, February 1, 2026	Tuesday, February 17, 2026
February 1 to February 14, 2026	Sunday, February 15, 2026	Tuesday, March 3, 2026
February 15 to February 28, 2026	Sunday, March 1, 2026	Tuesday, March 17, 2026
March 1 to March 14, 2026	Sunday, March 15, 2026	Tuesday, March 31, 2026
March 15 to March 28, 2026	Sunday, March 29, 2026	Tuesday, April 14, 2026
March 29 to April 11, 2026	Sunday, April 12, 2026	Tuesday, April 28, 2026
April 12 to April 25, 2026	Sunday, April 26, 2026	Tuesday, May 12, 2026
April 26 to May 9, 2026	Sunday, May 10, 2026	Tuesday, May 26, 2026
May 10 to May 23, 2026	Sunday, May 24, 2026	Tuesday, June 9, 2026
May 24 to June 6, 2026	Sunday, June 7, 2026	Tuesday, June 23, 2026
June 7 to June 20, 2026	Sunday, June 21, 2026	Tuesday, July 7, 2026
June 21 to July 4, 2026	Sunday, July 5, 2026	Tuesday, July 21, 2026
July 5 to July 18, 2026	Sunday, July 19, 2026	Tuesday, August 4, 2026
July 19 to August 1, 2026	Sunday, August 2, 2026	Tuesday, August 18, 2026
August 2 to August 15, 2026	Sunday, August 16, 2026	Tuesday, September 1, 2026
August 16 to August 29, 2026	Sunday, August 30, 2026	Tuesday, September 15, 2026
August 30 to September 12, 2026	Sunday, September 13, 2026	Tuesday, September 29, 2026
September 13 to September 26, 2026	Sunday, September 27, 2026	Tuesday, October 13, 2026
September 27 to October 10, 2026	Sunday, October 11, 2026	Tuesday, October 27, 2025
October 11 to October 24, 2026	Sunday, October 25, 2026	Tuesday, November 10, 2026
October 25 to November 7, 2026	Sunday, November 8, 2026	Tuesday, November 24, 2026
November 8 to November 21, 2026	Sunday, November 22, 2026	Tuesday, December 8, 2026
November 22 to December 5, 2026	Sunday, December 6, 2026	Tuesday, December 22, 2026
December 6 to December 19, 2026	Sunday, December 20, 2026	Tuesday, January 5, 2027
December 20, 2026 to January 2, 2027	Sunday, January 3, 2027	Tuesday, January 19, 2027
January 3, 2027 to January 16, 2027	Sunday, January 17, 2027	Tuesday, February 2, 2027

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

- Paper checks are mailed on the actual pay date; these dates are found on the Pay Date Calendar.
- Mailed paper paychecks will not be reissued until after 10 business days.
- The first payroll will be paid via paper check mailed on payday. If or when banking information is submitted, the prenote process will be conducted, and 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 2026 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.

- 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 Rose Conti for an access form.
- 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.
- **The ESS Portal will post the pay stubs on the MONDAY before payday.**

To Create ESS Portal Account:

1. Request a PIN number from Rose Conti by email: rose.conti@imagine-enterprises.org
Must 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."

Step 5 on next page >

Create ESS Account continued:

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 Login 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."

To Reset ESS Account Login or Password:

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

ESS Portal Drop Down Menu Options:**PERSONAL INFO**

- o Profile Info, Address, Phone, Hire Date, DOB
- o For corrections/updates email rose.conti@imagine-enterprises.org
- o **All address changes must be submitted using IRS Form W4**

FEATURES

- o Direct deposit pay stubs
- o W-2 electronically posted if authorization provided

CHECK HISTORY

- o Payroll Checks (Select View/Print for the desired pay stub.)

W2

- o Select the Year and the W2 copy needed
- o 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 Rose Conti 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 Rose Conti:

- o Phone: (832) 385-9476
- o Email: rose.conti@imagine-enterprises.org

Imagine Enterprises-CDS Contact Info

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