

# Cymatex Consults LLC Weekly Timecard Form

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**Weekly Timesheet Submission Guidelines: Submission Deadline: Saturday, by 12:30 PM**

- To ensure timely and accurate payroll processing, please follow these instructions carefully:
  - Submit **only ONE timesheet per week** — even if you worked at **multiple facilities**.
  - List all facility names and shifts clearly on the same form for the week.
  - Double-check for accuracy before submission to avoid delays or duplication.
- Example:
  - Worked Week: Sat: 07/26 – Fri: 08/01/25 Submit deadline Sat: 08/02/25 @ 12.30pm:
  - Pay Day: Mon: 08/11/25 between 1 and 3pm

**Employee Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
 RN • LPN • GNA • CNA • Therapist

**use the payroll schedule as a guide:**

		<u>Week Starting</u>		<u>Week Ending</u>		<u>Pay Date</u>		<u>Today's Date</u>	
Week -day	Date 7/26/25	Facility Name e.g., Oak Manor (not Autumn Lake)	Time In E.g. 7:18a	Time Out Eg. 3:00p	Break 30 /60 mins	Daily Total Hours E.g. 7:5	Notes Wing worked	Supervisor's Name If applicable	
Sat									
Sun									
Mon									
Tue									
Wed									
Thur									
Fri									
<b>Total Weekly Hours Worked:</b>							<b>Example</b>	<b>37.5 hrs.</b>	
							<b>total hours</b>		

**Attention: Timesheet Submission & Certification**

- I certify that the information provided on this timesheet is true and accurate.
- I understand that a supervisor's signature may be required before payment can be processed.
- I acknowledge that falsifying any information on this document may result in disciplinary action, up to and including termination.
- Submit your completed timesheet by **Saturday at 12:30 PM** — drop it off at the office or send a PDF via **Your WhatsApp Group** or email to: **career@cymatexconsults.com**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Email \_\_\_\_\_ **Download, Save and Submit**

**For Office Use Only**

Approved Number of hrs. worked: \_\_\_\_\_ hrs. X \$ \_\_\_\_\_ Rate = \$ \_\_\_\_\_ payment made on: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Manager Signature : \_\_\_\_\_ Date \_\_\_\_\_