

# Manually Updated Timesheet Change Request Form

The **manually updated timesheet change request form** sample allows employees to accurately submit corrections for previously recorded work hours. This form ensures clear communication between staff and management for timely approval of changes. Utilizing a manual update process helps maintain precise payroll and attendance records.

**Employee Name:**

**Employee ID:**

**Department:**

**Supervisor/Manager:**

**Date of Request:**

## Timesheet Correction Details

| Date of Entry        | Original Time In     | Original Time Out    | Corrected Time In    | Corrected Time Out   |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |

**Reason for Change:**

**Employee Signature:**

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**Date:**

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**Supervisor/Manager Approval Signature:**

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**Date:**

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