

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
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Reason for Change:

Employee Signature:

Date:

Supervisor/Manager Approval Signature:

Date: