

## Late Submission Timesheet Change Request Form

**Instructions:** Please complete this form to request a change to a previously submitted timesheet that was reported after the deadline. All requests must be reviewed and approved by your supervisor/manager.

**Employee Name:**

**Employee ID:**

**Department:**

**Supervisor/Manager:**

**Timesheet Period (Start and End Dates):**

e.g. 2024-05-01 to 2024-05-15

**Original Submission Date:**

**Reason for Late Submission:**

**Requested Change(s):**

Describe the correction or change needed, including dates and hours, if applicable.

**Employee Signature:**

**Date of Request:**

**Supervisor/Manager Approval:**

**Comments (Supervisor/Manager):**

**Supervisor/Manager Signature:**

Approval Date:

Submit Request