

Timesheet Adjustment Form: Holiday Pay Adjustment

The **timesheet adjustment form** sample provides an easy way to request corrections for holiday pay discrepancies. It ensures accurate recording of hours worked during holidays for proper payroll processing. Using this form helps maintain transparent and fair compensation practices.

Employee Name

Employee ID

Department

Direct Supervisor/Manager

Pay Period

Holiday Pay Adjustment Details

Date of Holiday	Scheduled Hours	Actual Hours Worked	Pay Code	Notes (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Select ▾</div>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Select ▾</div>	<input type="text"/>

Reason for Adjustment

Employee Signature

Date Submitted

Submit