

# Timesheet Adjustment Form

## Sick Leave Correction

The **timesheet adjustment form** sample simplifies the process of correcting sick leave entries, ensuring accurate payroll and attendance records. This form allows employees to promptly report discrepancies and managers to approve adjustments efficiently. Utilizing a standardized template minimizes errors and enhances record-keeping accuracy.

### Employee Information

Employee Name	Employee ID
Department	Position

### Timesheet Correction Details

Date of Incorrect Entry	Original Hours Reported	
Reason for Adjustment	Sick Leave Correction	
Corrected Hours	Supporting Documentation Attached	Yes / No
Comments/Explanation		

### Approval Workflow

Employee Signature	Date
Manager/Supervisor Name	Signature
Date	HR/Payroll Approval

**Note:** Submit the completed form to your manager/supervisor for review and approval. Attach relevant documentation if required.