

Supervisor Signed Timesheet Change Request Form

This **Supervisor Signed Timesheet Change Request Form** sample provides a standardized template for employees to request corrections or updates to their recorded work hours. It ensures supervisors review and approve timesheet modifications, maintaining accurate payroll and attendance records. Using this form helps streamline communication and accountability within the workplace.

Employee Name:

Employee ID:

Department:

Date(s) of Timesheet to be Corrected:

Requested Change(s):

Date	Original Time In	Original Time Out	Corrected Time In	Corrected Time Out	Reason for Change
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Additional Comments (optional):

<div>Employee Signature:</div> <div></div>	<div>Date:</div> <div></div>
<div>Supervisor Name & Signature:</div> <div></div>	<div>Date:</div> <div></div>

Submit Request