

# Timesheet Adjustment Form: Shift Change

The **timesheet adjustment form** sample is designed to simplify the process of recording shift changes accurately. It ensures precise tracking of employee hours and facilitates seamless payroll management. Use this form to maintain clear and consistent documentation of any modifications in work schedules.

Employee Name:

Employee ID:

Department:

Date of Shift Change:

	Original Shift	Adjusted Shift
Start Time	<input type="text"/>	<input type="text"/>
End Time	<input type="text"/>	<input type="text"/>

Reason for Adjustment:

Supervisor/Manager:

Date Submitted:

Submit Adjustment

*Note: All shift changes must be approved by your supervisor/manager before submission to payroll.*