

# Timesheet Correction Form

The **timesheet correction form** sample streamlines the process of amending work hours with accuracy and accountability. It includes fields for employee details, corrected time entries, and a mandatory supervisor signature to validate the changes. This ensures transparent record-keeping and compliance with company policies.

Employee Name:

Employee ID:

Department:

Date of Correction:

Corrected Time Entry

Date	Original Time In	Original Time Out	Corrected Time In	Corrected Time Out	Reason for Correction
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Signature: \_\_\_\_\_ Date:

Supervisor Signature: \_\_\_\_\_ Date: