

HR-Approved Timesheet Change Request Form

Use this **HR-approved timesheet change request form** sample to streamline and document employee time adjustments efficiently. It ensures accuracy and compliance with company policies while facilitating transparent communication between staff and human resources. Customize the form to fit your organizational needs and improve payroll processing.

Employee Name:

Employee ID:

Department:

Manager/Supervisor Name:

Date of Request:

Original Timesheet Date:

Original Time In:

Original Time Out:

Requested Time In:

Requested Time Out:

Reason for Change:

Provide a detailed explanation...

Employee Signature:

Type or sign here

Date:

Manager/Supervisor Approval:

Type or sign here

Date:

HR Approval:

Select

HR Signature:

Type or sign here

Date:

[Submit Request](#)