

# Payroll Correction Timesheet Change Request Form

This **payroll correction timesheet change request form sample** is designed to streamline the process of correcting timesheet errors efficiently. It ensures accurate employee payment by documenting necessary adjustments and approvals. Utilizing this form helps maintain payroll accuracy and compliance within your organization.

Employee Name:

Employee ID:

Department:

Pay Period:

## Correction Details

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

Additional Comments:

## Signatures & Approvals

Employee Signature	Date	Supervisor/Manager Signature	Date	Payroll Department Approval	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>