

Timesheet Adjustment Form – Overtime Correction

The **timesheet adjustment form** sample simplifies the process of correcting overtime entries, ensuring accurate payroll and compliance. It allows employees and managers to efficiently update hours worked beyond regular schedules. Utilizing this form helps maintain precise records and supports fair compensation.

Employee Information

Employee Name	<input type="text"/>
Employee ID	<input type="text"/>
Department	<input type="text"/>
Supervisor/Manager	<input type="text"/>

Overtime Adjustment Details

Date of Overtime	Scheduled Hours	Actual Hours Worked	Reason for Adjustment
<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

Authorization

Employee Signature	<input type="text"/>	Date: <input type="text"/>
Manager Signature	<input type="text"/>	Date: <input type="text"/>
Payroll/HR Use Only	Processed by: <input type="text"/> Date: <input type="text"/>	

Submit Adjustment