

# Weekly Timesheet Modification Request Form

The **weekly timesheet modification request form** sample helps employees accurately update their work hours for payroll and record-keeping purposes. This form streamlines corrections to submitted timesheets, ensuring proper authorization and compliance. It is essential for maintaining accurate attendance and compensation data.

**Employee Name:**

**Employee ID:**

**Department:**

**Manager/Supervisor Name:**

**Week Ending (Date):**

**Days to Modify:**

Day	Original Start Time	Original End Time	Revised Start Time	Revised End Time
Monday	<div></div>	<div></div>	<div></div>	<div></div>
Tuesday	<div></div>	<div></div>	<div></div>	<div></div>
Wednesday	<div></div>	<div></div>	<div></div>	<div></div>
Thursday	<div></div>	<div></div>	<div></div>	<div></div>
Friday	<div></div>	<div></div>	<div></div>	<div></div>
Saturday	<div></div>	<div></div>	<div></div>	<div></div>
Sunday	<div></div>	<div></div>	<div></div>	<div></div>

**Reason for Modification:**

Employee Signature	Date	Manager/Supervisor Signature	Date
<div></div>	<div></div>	<div></div>	<div></div>

Submit Modification Request