

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				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Reason for Modification:

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

[Submit Modification Request](#)