

Overtime Hours Adjustment Timesheet Change Request Form

This **Overtime Hours Adjustment** Timesheet Change Request Form allows employees to accurately report and request corrections for extra hours worked. It ensures proper documentation and approval for any modifications needed in the timesheet. Use this form to maintain precise payroll records and compliance with company policies.

Employee Name:

Employee ID:

Department:

Date of Overtime:

Original Reported Hours:

Actual Overtime Hours Worked:

Reason for Adjustment:

Please explain the reason for the change...

Supporting Documentation (if any):

Choose File No file selected

Employee Signature:

Date Submitted:

Supervisor Approval:

--Please Select--

Supervisor Comments:

Submit Request