

Employee Timesheet Change Request Form

Use this **employee timesheet change request form** sample to efficiently manage and document employee time adjustments. It ensures accurate payroll processing and maintains clear communication between staff and management. Streamline your timesheet correction process with this easy-to-use template.

Employee Name

Employee ID

Department

Week Of (Starting Date)

Date of Affected Timesheet Entry

Original Time In

Original Time Out

Requested Time In

Requested Time Out

Reason for Change

Employee Signature

Date Submitted

Manager Approval (Name/Signature)

Approval Date

Submit Request