

# Timesheet Correction Form

The **timesheet correction form** sample is designed to easily rectify clock in/out errors, ensuring accurate employee time tracking. This form simplifies the process of submitting adjustments for incorrect timestamps. It helps maintain precise payroll and attendance records.

**Employee Name:**

**Employee ID:**

**Date of Correction:**  **Original Clock In Time:**   
 **Original Clock Out Time:**

**Corrected Clock In Time:**  **Corrected Clock Out Time:**   
 **Reason for Correction:**

Describe the reason for this correction...

**Supervisor/Manager Name:**

**Employee Signature:**

**Date Signed:**