

# Sample Timesheet Correction Form for Payroll Errors

This **timesheet correction form** is designed to accurately address and rectify payroll errors by documenting the necessary amendments. It ensures transparent communication between employees and payroll departments, facilitating prompt resolution. Utilizing this form helps maintain precise payroll records and prevents future discrepancies.

## Employee Information

Employee Name:

Employee ID:

Department:

Supervisor Name:

## Correction Details

Pay Period:  MM/DD/YYYY - MM/D

Date of Error:

Original Entry:

Corrected Entry:

## Reason for Correction:

## Authorization

Employee Signature:

Date:

Supervisor/Manager Signature:

Date:

**Submit Correction**