

Timesheet Adjustment Form

The **timesheet adjustment form** sample assists employees in correcting or submitting timesheets after deadlines. It streamlines the process for late submissions, ensuring accurate and timely payroll processing. Using this form helps maintain proper attendance records and compliance.

Employee Name:

Employee ID:

Department:

Supervisor's Name:

Pay Period/Timesheet Dates:

e.g., 2024-05-16 to 2024-05-31

Details of Adjustment:

Date	Original Hours	Adjusted Hours	Reason for Adjustment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for Late Submission:

Explain why the timesheet is submitted late

Employee Signature:

Date:

Supervisor Approval (Signature):

Date:

Submit Adjustment