

# Timesheet Correction Form

The **Timesheet correction form** sample is designed to efficiently handle late submissions and ensure accurate time tracking. It simplifies the process for employees to report and amend their timesheets. This form helps maintain payroll accuracy and compliance with company policies.

**Employee Name:**

**Employee ID:**

**Department:**

**Date of Missed/Late Entry:**

**Corrected Time In:**

**Corrected Time Out:**

**Reason for Late Submission / Correction:**

**Supervisor/Manager Name:**

**Date Submitted:**

Note: All corrections must be reviewed and approved by your supervisor before submission to payroll.

Submit Correction