

Timesheet Adjustment Form

Purpose: This form helps employees accurately record missed punches and correct their work hours. It ensures proper payroll processing by providing a clear and standardized method for time corrections. Using this form improves attendance tracking and reduces payroll errors.

Employee Information

Employee Name		Employee ID	
Department		Supervisor	

Adjustment Details

Date	Scheduled In	Actual In	Scheduled Out	Actual Out	Reason for Adjustment

Employee Statement

Approvals

Employee Signature		Date	
Supervisor Signature		Date	
Payroll/HR Signature		Date	

Note: Please attach supporting documentation if available. Submit this form to your supervisor or HR according to departmental policy.