Timesheet Correction Form

This **Timesheet correction form** sample provides a structured way to request amendments to submitted timesheets, including predefined reason codes for accurate categorization. It streamlines the correction process, ensuring clarity and compliance with payroll policies. Using reason codes helps in analyzing common errors and improving time tracking efficiency.

Employee Information

Employee Name	_____
Employee ID	_____
Department	_____
Supervisor Name	_____

Correction Details

Date of Entry	____/____/_____	**Original Hours**	_____	**Corrected Hours**	_____

Reason Codes

Code	Reason Description
A01	Missed Punch In
A02	Missed Punch Out
A03	Incorrect Project/Job Code
A04	Incorrect Hours Logged
A05	Forgot to Submit Overtime
A06	Leave Not Reflected
A07	Other (Specify Below)

Selected Reason Code:

_____

Explanation (if "Other" is selected):

Employee Signature:

_____ Date: ____/____/_____

Supervisor Approval:

_____ Date: ____/____/_____