



TIMESHEET CORRECTION
REQUEST FORM
PRIOR TO BEING PROCESSED BY PAYROLL

Employee Name (Printed): _____

Cost Center: _____ Cost Center #: _____

Date to be Corrected: _____ Correct Time In: _____ Correct Time Out: _____

Please correct my timesheet for the reason listed below:

- Did NOT clock in at the beginning of the work day.
Did NOT clock out at the end of the work day.
Did NOT clock in or out for lunch.
Time clock was not working.
Bank Deposit.
Attended a Meeting. Description:
Attended Training. Description:
Other (Specify):

Employee's Signature: _____ Date: _____

Supervisor: _____ Date: _____

Entered By: _____ Date: _____