TIMESHEET CORRECTION FORM
RECORD ONLY MISSING TIME NOT INCLUDED ON THE TIMESHEET

TEAM MEMBER NAME:		DATE:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DATE							
TIME IN							
TIME OUT							
BREAK TIME *(MINUTES)*							
TOTAL MISSING HOURS *(AFTER BREAK)*							
TOTAL MISSING HOURS FOR THE WEEK:							

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DATE							
TIME IN							
TIME OUT							
BREAK TIME *(MINUTES)*							
TOTAL MISSING HOURS *(AFTER BREAK)*							
TOTAL MISSING HOURS FOR THE WEEK:							

TOTAL MISSING HOURS TO BE PAID	**HOURS** (DECIMAL FORM)

SUBMIT TO MANAGER FOR APPROVAL; MANAGER WILL SEND TO HR. HOURS WILL BE ADDED TO NEXT PAYCHECK.

TYPE OF ERROR		
☐ DID NOT CLOCK IN/OUT	☐ MANAGER ERROR	☐ OTHER (PROVIDE DETAILS):

ADDITIONAL DETAILS

TEAM MEMBER SIGNATURE		DATE	
MANAGER SIGNATURE		DATE	

ALL TIMESHEET FORMS MUST BE SUBMITTED THROUGH THE DESIGNATED PORTAL
(Retain the physical copy for your department's records)
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