

TIMESHEET CORRECTION FORM

RECORD ONLY MISSING TIME NOT INCLUDED ON THE TIMESHEET

TEAM MEMBER NAME:	DATE:
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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DATE							
TIME IN							
TIME OUT							
BREAK TIME <small>(MINUTES)</small>							
TOTAL MISSING HOURS <small>(AFTER BREAK)</small>							

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

TOTAL MISSING HOURS FOR THE WEEK:
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TOTAL MISSING HOURS TO BE PAID	HOURS (DECIMAL FORM)
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SUBMIT TO MANAGER FOR APPROVAL; MANAGER WILL SEND TO HR. HOURS WILL BE ADDED TO NEXT PAYCHECK.

TYPE OF ERROR		
<input type="checkbox"/> DID NOT CLOCK IN/OUT	<input type="checkbox"/> MANAGER ERROR	<input type="checkbox"/> 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)
<https://airtable.com/app7YqnEFg3R5n7FT/shrM20fJlPrwJJHv6>

