

Timecard Correction / Payroll Adjustment Document

Employee Name:

Employee ID:

Department:

Pay Period:

Date of Request:

Correction / Adjustment Details

Date	Original Clock In	Original Clock Out	Corrected Clock In	Corrected Clock Out	Reason for Adjustment

Additional Comments/Notes:

Authorization

Employee Signature:

Date:

Supervisor/Manager Signature:

Date:

Important Notes

- All timecard corrections must be submitted promptly after identifying an error.
- Providing false information may result in disciplinary action.
- Documentation may be required to support certain payroll adjustments.
- Both employee and supervisor/manager signatures are required for processing.
- Retain a copy of this document for your records.