

TIME SHEET CHANGE FORM

EMPLOYEE NAME _____

WORK SITE _____

TODAY'S DATE _____

I AM AUTHORIZING PAYROLL TO MAKE THE FOLLOWING CHANGES TO MY TIMESHEET
(PLEASE INCLUDE DATE(S) OF DESIRED CHANGE/CORRECTION)

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

SIGN THE FORM AND RETURN TO PAYROLL IMMEDIATELY..... THANK YOU

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