

**TIMESHEET & PAYROLL CORRECTION FORM**

|                          |              |
|--------------------------|--------------|
| <b>TEAM MEMBER NAME:</b> | <b>DATE:</b> |
|--------------------------|--------------|

|             | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------------|--------|---------|-----------|----------|--------|----------|--------|
| DATE        |        |         |           |          |        |          |        |
| TIME IN     |        |         |           |          |        |          |        |
| TIME OUT    |        |         |           |          |        |          |        |
| BREAK TIME  |        |         |           |          |        |          |        |
| TOTAL HOURS |        |         |           |          |        |          |        |

**TOTAL HOURS FOR THE WEEK:**

|             | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------------|--------|---------|-----------|----------|--------|----------|--------|
| DATE        |        |         |           |          |        |          |        |
| TIME IN     |        |         |           |          |        |          |        |
| TIME OUT    |        |         |           |          |        |          |        |
| BREAK TIME  |        |         |           |          |        |          |        |
| TOTAL HOURS |        |         |           |          |        |          |        |

**TOTAL HOURS FOR THE WEEK:**

|                               |              |
|-------------------------------|--------------|
| <b>TOTAL HOURS TO BE PAID</b> | <b>HOURS</b> |
|-------------------------------|--------------|

**FORM TO BE SUBMITTED TO MANAGER FOR APPROVAL - NOT HR**

| TYPE OF ERROR  |   |
|--|---|
| <input type="checkbox"/> DID NOT CLOCK IN/OUT (NEXT SCHEDULED CHECK) | <input type="checkbox"/> OTHER (PROVIDE DETAILS): |
| <input type="checkbox"/> MANAGER ERROR                               |   |

| ADDITIONAL DETAILS |  |
|--------------------|--|
|                    |  |
|                    |  |
|                    |  |

|                              |             |
|------------------------------|-------------|
| <b>TEAM MEMBER SIGNATURE</b> | <b>DATE</b> |
|                              |             |
| <b>DIRECTOR SIGNATURE</b>    | <b>DATE</b> |
|                              |             |
| <b>HR DIRECTOR</b>           | <b>DATE</b> |
|                              |             |

| MANUAL CHECK INFORMATION |                |                   |              |
|--------------------------|----------------|-------------------|--------------|
| <b>NAME:</b>             | <b>CHECK #</b> | <b>AMOUNT: \$</b> | <b>DATE:</b> |
|                          |                |                   |              |