

Timesheet Correction Form

Ask for one submitted or locked timesheet entry to be reopened, state the correct hours, and record the decision in one document.

Employee and request

Request ID	[TC-0001]
Employee	[Name]
Team / department	[Team]
Approver	[Name]
Request date	[YYYY-MM-DD]

Entry as currently recorded

Copy the entry exactly as it stands today, before any change. This is what the approver compares the correction against, and it is what makes the audit trail readable months later.

Timesheet period	
Date of the entry	
Project or client	
Recorded hours	
Recorded description	
Period status	☐ Open ☐ Submitted ☐ Approved ☐ Locked

Correction requested

Corrected date	
Corrected project or client	
Corrected hours	



Corrected description	
Reason for the correction	
Correction type	☐ Missing entry ☐ Wrong hours ☐ Wrong project ☐ Duplicate ☐ Other
Affects	☐ Nothing yet ☐ Client billing ☐ Payroll ☐ Both
Invoice or payroll run already issued	☐ No ☐ Yes

Employee declaration

I confirm these hours are an accurate record of work performed	☐ Yes
Employee signature	
Date	

Approver decision

Decision	☐ Approved ☐ Declined ☐ More information needed
Period reopened on	
Correction applied on	
Period locked again on	
Billing or payroll follow-up required	☐ No ☐ Yes
Conditions or notes	
Approver signature and date	

Important

This form is a general operational record, not legal, payroll, tax, employment, or labor-law advice. Record-keeping, retention, and correction requirements vary by country, employer, and contract. Confirm the rules that apply before

changing an approved or locked record.

