

HBS Monthly Timesheet Change Request Form

REQUESTOR INFORMATION		
Name	Phone #	Email Address
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

EMPLOYEE INFORMATION		
Employee Name	Employee ID #	Timesheet Group #
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

MONTHLY TIMESHEET CHANGES	
Month	Reason
Year <input style="width: 50%;" type="text"/>	<input style="width: 95%;" type="text"/>

Use one row per day. Note the current # of hours and hours type, and the new values needed. Leave blank for zero hours. If needed, use the second page for additional changes.

Date (#)	Current Values		New Values	
	# of Hours	Hours Type	# of Hours	Hours Type
<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	
<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	
<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	
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<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	

See Next Page for Additional Changes

APPROVALS			
Employee Name	<input style="width: 95%;" type="text"/>	Supervisor Name	<input style="width: 95%;" type="text"/>
Signature	<hr style="border: none; border-top: 1px solid black;"/>	Signature	<hr style="border: none; border-top: 1px solid black;"/>
	Date		Date

HR ADMIN PROCESSING <i>This section to be completed by the HR Admin only</i>			
HR Admin Name	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Retro Required
	Date TS Change Completed		Date Retro Completed

