

## Payroll Timesheet Edit Log

Employee Name:

<mark>Today's</mark> Date	Reason for Corrections/Additions (PTO request, missed punch, department change, etc.)	Adj. In Time	Adj. Out Time	Name of Job/Dept Transfer	Hours	No Meal	Entered Approved Manager Supervisor Initialed	EE Intials

BCH Payroll Timesheet Edit Log/ECF/ecn12.28.15