



Kimball Properties LLC
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CCB: 192390

Timesheet Correction Form

Employee: _____

Correction #1

Incorrect Shift Information: (leave blank if you forgot to record your shift)

Date: _____
Shift Start: _____ Shift End: _____
Error: _____

Correct Shift Information: (complete all fields, even if entered correctly)

Date: _____
Shift Start: _____ Shift End: _____
Break Start: _____ Break End: _____
Project: _____ Cost Code: _____

Correction #2

Incorrect Shift Information: (leave blank if you forgot to record your shift)

Date: _____
Shift Start: _____ Shift End: _____
Error: _____

Correct Shift Information: (complete all fields, even if entered correctly)

Date: _____
Shift Start: _____ Shift End: _____
Break Start: _____ Break End: _____
Project: _____ Cost Code: _____

Correction #3

Incorrect Shift Information: (leave blank if you forgot to record your shift)

Date: _____
Shift Start: _____ Shift End: _____
Error: _____

Correct Shift Information: (complete all fields, even if entered correctly)

Date: _____
Shift Start: _____ Shift End: _____
Break Start: _____ Break End: _____
Project: _____ Cost Code: _____

By signing this form I acknowledge that my timesheet will be corrected for the date and times listed above and that the information I have provided is accurate.

Employee Signature: _____ Date: _____

Office Admin Signature: _____ Date: _____