



# *Red River Parish School District*

1922 Alonzo Street • P.O. Box 1369  
 Coushatta, LA 71019  
 Phone: (318) 932-4081 • FAX: (318) 932-3081  
[www.rrbulldogs.com](http://www.rrbulldogs.com)

## Employee Request for Timesheet Adjustment

Employee Name: \_\_\_\_\_ Site: \_\_\_\_\_

Time Period: \_\_\_\_\_

In/Out	Incorrect Date	Incorrect Time	Correct Date	Correct Time	Reason

I certify that the above statements are true and correct to the best of my knowledge.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_