



Carlson Building Maintenance

Backpay Form

02-08-2024

Backpay Form

Employee name: Erika Rodriguez Employee number: 11190

Missed Pay (to be added through the employee's next generated check):

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
01-05-2024	06:00 AM	No Time	No Time	10:50 AM	4.00 hrs

Location: 600 T0835 Schaumburg IL

Reason this pay was missed: Ee said she did clock in but not sure if she clocked out. I asked her coworkers and they confirmed that she worked that day

****Signature/Approval - Please make sure to sign and print your name before turning in this form.**

Joe Schaeppi  02-08-2024
 Manager Manager Signature Date