



Carlson Building Maintenance

Backpay Form

08-19-2024

Backpay Form

Employee name: Hercilla Castillo Employee number: 11681

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
08-01-2024	04:00 AM	07:00 AM	07:30 AM	09:00 AM	4.50 hrs

Location: 591 T0260 St. Louis Park MN

Reason this pay was missed: this EE missing time from 8/1 she cover a PTO from Berta and also berta has the pay for this date

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

Joe Schaeppi		08-19-2024
Manager	Manager Signature	Date