



Carlson Building Maintenance

Backpay Form

12-09-2024

Backpay Form

Employee name: Guadalupe Ocotitla Employee number: 12137

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
11-26-2024	04:45 AM	No Time	No Time	10:30 AM	5.00 hrs

Location: 683 T2122 Hoffman Estates, IL

Reason this pay was missed: Ee couldn't clock in or out

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

Joe Schaeppi
Manager

Manager Signature

12-09-2024
Date