

Carlson Building Maintenance

Backpay Form

03-05-2026

Backpay Form

Employee name: Julia Lopez Employee number: 14400

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
02-14-2026	11:00 PM	No Time	No Time	05:00 AM	678.00 hrs
02-15-2026	11:00 PM	No Time	No Time	05:00 AM	6.00 hrs
02-16-2026	11:00 PM	No Time	No Time	05:00 AM	-666.00 hrs
02-17-2026	11:00 PM	No Time	No Time	05:00 AM	6.00 hrs

Location: 219 Meijer Howard WI

Reason this pay was missed: Previous supervisor did not report that these hours needed to be entered since employee did not have a PIN yet.

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

Joe Schaeppi
Manager



Manager Signature

03-05-2026
Date