



Carlson Building Maintenance

Backpay Form

05-14-2024

Backpay Form

Employee name: Venancio Galan Employee number: 14483

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
04-23-2024	08:00 PM	08:30 PM	08:30 PM	01:00 AM	5.00 hrs

Location: 330 Festival Foods Hartford, WI

Reason this pay was missed: Employee called saying he is missing this date from his check

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

Joe Schaeppi  05-14-2024
 Manager Manager Signature Date