

# Carlson Building Maintenance

## Backpay Form

12-16-2025

### Backpay Form

Employee name: Lucas Galan Employee number: 14484

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

| Date:      | In:      | Left for lunch: | Return from lunch: | Out:     | Total hours: |
|------------|----------|-----------------|--------------------|----------|--------------|
| 11-20-2025 | 10:00 PM | No Time         | No Time            | 03:00 AM | 5.00 hrs     |
| 11-27-2025 | 01:00 PM | No Time         | No Time            | 06:00 PM | 5.00 hrs     |

**Location:** 330 Festival Foods Hartford, WI

**Reason this pay was missed:** Phones not working

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

Joe Schaeppi

Manager



Manager Signature

12-16-2025

Date