



Carlson Building Maintenance

Backpay Form

06-09-2025

Backpay Form

Employee name: Wuiliam Sanchez Employee number: 14884

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
05-28-2025	05:00 AM	No Time	No Time	10:00 AM	5.00 hrs

Location: 689 Target T2824 East Peoria IL

Reason this pay was missed: Wuiliam asked for a PTO. 05/28. but I totally forgot to summited- it was on the PS plan .it should have been a PTO. It was my mistake. can we pay him that day with PTO hours?

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

Joe Schaeppi
Manager

Manager Signature

06-09-2025
Date