



Carlson Building Maintenance

Backpay Form

03-06-2024

Backpay Form

Employee name: Kevin Segura Employee number: 14903

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
02-21-2024	05:00 AM	07:30 AM	07:30 AM	10:00 AM	-331.00 hrs

Location: 886 Nordstrom Woodfield

Reason this pay was missed: Phones were down on 02/21, employee not able to clock in or out. 5 hour shift.

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

Joe Schaeppi
Manager

Manager Signature

03-06-2024
Date