



Carlson Building Maintenance

Backpay Form

10-06-2025

Backpay Form

Employee name: Magdalena Cortez Employee number: 14923

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
08-30-2025	01:00 PM	01:30 PM	02:00 PM	08:00 PM	6.50 hrs
08-31-2025	11:30 AM	12:00 PM	12:30 PM	06:00 PM	5.50 hrs
09-19-2025	02:00 PM	02:30 PM	03:00 PM	08:00 PM	5.50 hrs
09-20-2025	10:00 AM	11:00 AM	11:30 AM	06:00 PM	7.50 hrs

Location: 886 Nordstrom Woodfield

Reason this pay was missed: _____

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

Joe Schaeppi

Manager

Manager Signature

10-06-2025

Date