



Carlson Building Maintenance

Backpay Form

03-04-2024

Backpay Form

Employee name: Patricia Gutierrez Employee number: 15100

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
01-04-2024	05:00 AM	07:00 AM	07:30 AM	11:30 AM	5.50 hrs

Location: 897 Nordstrom Michigan Avenue

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

03-04-2024
Date