



# Carlson Building Maintenance

**Backpay Form**

05-13-2024

## Backpay Form

Employee name: Juan Charles Employee number: 15272

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

| Date:      | In:      | Left for lunch: | Return from lunch: | Out:     | Total hours: |
|------------|----------|-----------------|--------------------|----------|--------------|
| 04-28-2024 | 10:00 PM | 03:00 AM        | 03:23 PM           | 06:00 AM | -340.39 hrs  |

**Location:** 681 T0930 Target St. Cloud Lincoln Ave, MN

**Reason this pay was missed:** this EE missing a pay date this EE don't have a pin to clock IN

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

Joe Schaeppi  
Manager

Manager Signature

05-13-2024  
Date