



Carlson Building Maintenance

Backpay Form

07-22-2025

Backpay Form

Employee name: Marlen Lopez Employee number: 15352

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

| Date: | In: | Left for lunch: | Return from lunch: | Out: | Total hours: |
|------------|----------|-----------------|--------------------|----------|--------------|
| 07-12-2025 | 03:30 AM | 09:00 AM | 10:00 AM | 12:00 PM | 7.00 hrs |

Location: 543 T2193 Maple Grove

Reason this pay was missed: Start 3:30 Am Lunch 9:30 Am Lunch End 10Am End 12Pm 8 Hours Missed Punch

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

| | | |
|--------------|---|------------|
| Joe Schaeppi |  | 07-22-2025 |
| Manager | Manager Signature | Date |