

# Carlson Building Maintenance

## Backpay Form

12-08-2025

### Backpay Form

Employee name: Nadia Morales Employee number: 15432

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
11-17-2025	10:00 PM	No Time	No Time	03:30 AM	5.00 hrs

**Location:** 172 Hugo's East Grand Forks, MN

**Reason this pay was missed:** Phone Was Down , EE Could Not Punch in . Last Resort Coverage. 5 Hours 30 Minutes

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

Joe Schaeppi  
Manager



Manager Signature

12-08-2025  
Date