



# Carlson Building Maintenance

## Backpay Form

09-24-2024

### Backpay Form

Employee name: Olga Moran Employee number: 15514

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
08-25-2024	05:00 AM	05:30 AM	05:30 AM	10:45 AM	5.00 hrs
08-26-2024	05:00 AM	05:30 AM	05:30 AM	10:45 AM	5.00 hrs
08-27-2024	05:00 AM	05:30 AM	05:30 AM	10:45 AM	5.00 hrs
08-28-2024	05:00 AM	05:30 AM	05:30 AM	10:45 AM	5.00 hrs
08-29-2024	05:00 AM	05:30 AM	05:30 AM	10:45 AM	5.00 hrs

**Location:** 898 Nordstrom Oakbrook

**Reason this pay was missed:** Olga missing pay from 05/25 (start date) to 08/29 5AM-10:45AM

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

Joe Schaeppi  09-24-2024  
 Manager Manager Signature Date