



Carlson Building Maintenance

Backpay Form

09-02-2025

Backpay Form

Employee name: Melquisedec Baltazar Employee number: 16135

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
08-12-2025	03:30 AM	No Time	No Time	09:30 AM	6.00 hrs

Location: 699 Target T2378 Yorkville IL

Reason this pay was missed: missed punch / the phones were not working and I forgot to put it manually

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

Joe Schaeppi		09-02-2025
Manager	Manager Signature	Date