



Carlson Building Maintenance

Backpay Form

09-08-2025

Backpay Form

Employee name: Rosa Sosa Employee number: 16166

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
08-11-2025	11:30 AM	12:00 PM	12:30 PM	08:00 PM	7.50 hrs
08-12-2025	11:30 AM	12:00 PM	12:30 PM	08:00 PM	7.50 hrs
08-13-2025	11:30 AM	12:00 PM	12:30 PM	08:00 PM	7.50 hrs
08-14-2025	11:30 AM	12:00 PM	12:30 PM	08:00 PM	7.50 hrs
08-15-2025	11:30 AM	12:00 PM	12:30 PM	08:00 PM	7.50 hrs

Location: 886 Nordstrom Woodfield

Reason this pay was missed: _____

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

Joe Schaeppi
Manager

Manager Signature

09-08-2025
Date