



# Carlson Building Maintenance

## Backpay Form

09-08-2025

### Backpay Form

Employee name: Silvia Flores Employee number: 16178

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


Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
08-19-2025	05:00 AM	06:00 AM	06:30 AM	11:30 PM	17.50 hrs
08-20-2025	05:00 AM	06:00 AM	06:30 AM	11:30 AM	5.50 hrs
08-22-2025	05:00 AM	06:00 AM	06:30 AM	11:30 AM	5.50 hrs

**Location:** 897 Nordstrom Michigan Avenue

**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