

Carlson Building Maintenance

Backpay Form

01-18-2026

Backpay Form

Employee name: Milagro Garcias Mejias Employee number: 16303

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
01-05-2026	05:00 AM	No Time	No Time	10:00 AM	5.00 hrs

Location: 630 T1246 Sturgeon Bay WI

Reason this pay was missed: The manager forgot to enter the time.

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

Joe Schaeppi
Manager



Manager Signature

01-18-2026
Date