

# Carlson Building Maintenance

## Backpay Form

01-18-2026

### Backpay Form

Employee name: Diego Albino Esteban Employee number: 16526

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
12-28-2025	06:00 AM	No Time	No Time	11:30 AM	5.00 hrs
12-29-2025	06:00 AM	No Time	No Time	11:03 AM	5.00 hrs
12-30-2025	06:00 AM	No Time	No Time	11:30 AM	5.00 hrs
12-31-2025	06:00 AM	No Time	No Time	11:00 AM	5.00 hrs
01-01-2026	06:00 AM	No Time	No Time	11:00 AM	5.00 hrs

**Location:** 539 Target T1069 Madison East WI Lien Road

**Reason this pay was missed:** Employee was inactivated by mistake, however employee was not informed by Edwin until the 01/02

**\*\*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