

Carlson Building Maintenance

Backpay Form

07-10-2026

Backpay Form

Employee name: Alejandro Fernandez Employee number: 16584

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
06-27-2026	09:30 PM	No Time	No Time	06:00 AM	8.00 hrs

Location: 178 Hugo's Grafton, ND

Reason this pay was missed: EE departed from the hotel where he is staying, located at 1820 Columbia Rd, Grand Forks, ND 58201. He made a necessary stop at the rental property at 2124 9th Ave. N., Grand Forks, ND 58203, to collect the suction motor required for the scrubber machine in Grafton. Subsequently, he traveled to Hugo's Grafton at 155 E. 12th St., Grafton, ND 58237, where he addressed the repairs needed for the machine. The process took several hours due to a lack of proper training on the necessary procedures. Upon completing the repairs, he returned to his hotel at 1820 Columbia Rd, Grand Forks, ND 58201.

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

Joe Schaeppi
Manager


Manager Signature

07-10-2026
Date