

Carlson Building Maintenance

Backpay Form

02-13-2026

Backpay Form

Employee name: Maria Hernandez Employee number: 16606

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
01-25-2026	05:00 AM	No Time	No Time	10:00 AM	5.00 hrs
01-27-2026	05:00 AM	No Time	No Time	10:00 AM	5.00 hrs
02-03-2026	05:00 AM	No Time	No Time	10:00 AM	5.00 hrs

Location: 718 Target T2266 Fairview Park OH

Reason this

pay was missed: employee was unable to clock in due to phone connection. Confirmed by PML craig. Employee did notify but forgot to input those hours.

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

 Joe Schaeppi
Manager

 
Manager Signature

 02-13-2026
Date