

Carlson Building Maintenance

Backpay Form

03-24-2026

Backpay Form

Employee name: Cache Clegg Employee number: 16778

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
03-04-2026	06:00 AM	No Time	No Time	10:30 AM	4.00 hrs
03-07-2026	06:00 AM	No Time	No Time	08:00 AM	2.00 hrs

Location: 508 T0860 Burlington IA

Reason this pay was missed: The phone was not working

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

Joe Schaeppi
Manager


Manager Signature

03-24-2026
Date