

Carlson Building Maintenance

Backpay Form

05-09-2026

Backpay Form

Employee name: Sha Teisha Woods Employee number: 16852

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
04-07-2026	05:00 AM	No Time	No Time	08:00 AM	3.00 hrs
04-11-2026	05:00 AM	No Time	No Time	10:00 AM	5.00 hrs

Location: 721 Target T0792 Parma

Reason this pay was missed: Noticed it was not on her check

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

Joe Schaeppi
Manager


Manager Signature

05-09-2026
Date