

Carlson Building Maintenance

Backpay Form

07-09-2026

Backpay Form

Employee name: Luis Marcano Employee number: 16971

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	08:45 PM	No Time	No Time	12:00 AM	3.00 hrs

Location: 171 Hugo's Thief River Falls, MN

Reason this pay was missed: The employee requires additional training on the proper procedure for clocking in and out through the Ehub system. I have attempted to coach him over the phone; however, the issue could not be fully resolved remotely. During my next site visit, I will provide hands-on coaching to ensure he understands the correct clock-in/out process and is able to complete it independently moving forward.

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

Joe Schaeppi
Manager

(Signature)
Manager Signature

07-09-2026
Date