



# Carlson Building Maintenance

**Backpay Form**

09-19-2024

## Backpay Form

Employee name: Margarita Manriquez Employee number: 9072

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

Date:	In:	Left for lunch:	Return from lunch:	Out:	Total hours:
08-26-2024	06:00 AM	No Time	No Time	11:00 AM	5.00 hrs

**Location:** 660 T2348 Lake Geneva WI

**Reason this pay was missed:** Phone wasn't working that day

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

Joe Schaeppi  
Manager

Manager Signature

09-19-2024  
Date