



Carlson Building Maintenance

Time Adjustment Form

07-02-2025

Time Adjustment Form Details

Employee number: 15834

Employee name: Jennifer Villanueva

Adjustment for missed breaks

Date:	Start time:	End time:	Total hrs:	Break time:	Adjusted hrs:
06-18-2025	06-18-2025 11:45 AM	06-19-2025 06:00 AM	18 hrs	30.0 hrs	-12.0 hrs

Reason this pay was missed
Missed hours

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

Employee: Joe Schaeppi

07-02-2025

Manager: Joe Schaeppi

07-02-2025