



# Carlson Building Maintenance

## Time Adjustment Form

06-18-2025

### Time Adjustment Form Details

Employee number: 15857

Employee name: melanie xiomara  
valdez loor

### Adjustment for missed breaks

Date:	Start time:	End time:	Total hrs:	Break time:	Adjusted hrs:
06-06-2025	06-06-2025 11:45 PM	06-07-2025 05:45 AM	6 hrs	30.0 hrs	-24.0 hrs

Reason this pay was missed  
missed punch

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

Employee: Joe Schaeppi

MELANIE

06-18-2025

Manager: Joe Schaeppi

FREDY DIAZ

06-18-2025