

Carlson Building Maintenance

Time Adjustment Form

04-04-2026

Time Adjustment Form Details

Employee number: 99999

Employee name: Test Employee

Adjustment for missed breaks

Date: Start time: End time: Total hrs: Break time: Adjusted
hrs:

04-04-2026	04-04-2026 09:00 AM	04-04-2026 05:00 PM	8 hrs	30.0 hrs	-22.0 hrs
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Reason this pay was missed
Integration test - forgot to clock in

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

Employee: Joe Schaeppi  04-04-2026

Manager: Joe Schaeppi  04-04-2026