



"your workforce management & staffing experts"

# Request for Time off

## Absence Information

Employee

Name: Kelly Sutton

Employee

Number: \_\_\_\_\_ Department: CMG Rochester

Manager: Kelsey Sikkink

Type of Absence Requested:

- |                                   |  |  |   |
|-----------------------------------|--|--|---|
| <input type="checkbox"/> Sick     | <input checked="" type="checkbox"/> Vacation | <input type="checkbox"/> Funeral Leave       | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty           | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other                |

Dates of Absence:

From: 12/12/2025 To: 12/12/2025 Leave at 12:00

Reason for Absence:

**Christmas Lights Extravaganza out of town. Use 3 Hours PTO**

*You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.*

Kelly M Sutton 12.2.2025  
 Employee Signature Date

## Manager Approval

- Approved
- Not Approved

Comments:

\_\_\_\_\_  
 Manager Signature Date



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Employee

Number: \_\_\_\_\_ Department: CMG Rochester

Manager: Kelsey Sikkink

Type of Absence Requested:

- |                                   |  |  |   |
|-----------------------------------|--|--|---|
| <input type="checkbox"/> Sick     | <input checked="" type="checkbox"/> Vacation | <input type="checkbox"/> Funeral Leave       | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty           | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other                |

Dates of Absence:

From: 12/26/2025 To: 12/26/2025 All day

Reason for Absence:

**Boxing Day. Use 7 Hours PTO**

*You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.*

Kelly M. Sutton 12.2.2025  
 Employee Signature Date

## Manager Approval

- Approved  
 Not Approved

Comments:

\_\_\_\_\_  
 Manager Signature Date



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# Request for Time off

## Absence Information

Employee

Name: Kelly Sutton

Employee

Number: \_\_\_\_\_ Department: CMG Rochester

Manager: Kelsey Sikkink

Type of Absence Requested:

- |                                   |  |  |   |
|-----------------------------------|--|--|---|
| <input type="checkbox"/> Sick     | <input checked="" type="checkbox"/> Vacation | <input type="checkbox"/> Funeral Leave       | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty           | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other                |

Dates of Absence:

From: 1/2/2026 To: 1/2/2026 All day

Reason for Absence:

Friday After New Years. Use 7 Hours PTO

*You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.*

Kelly M Sutton 12.2.2025  
 Employee Signature Date

## Manager Approval

- Approved
- Not Approved

Comments:

\_\_\_\_\_  
 Manager Signature Date



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# Request for Time off

## Absence Information

Employee

Name: Kelly Sutton

Employee

Number: \_\_\_\_\_ Department: CMG Rochester

Manager: Kelsey Sikkink

Type of Absence Requested:

- |                                   |  |  |   |
|-----------------------------------|--|--|---|
| <input type="checkbox"/> Sick     | <input checked="" type="checkbox"/> Vacation | <input type="checkbox"/> Funeral Leave       | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty           | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other                |

Dates of Absence:

From: 1/23/2026 To: 1/23/2026 All day

Reason for Absence:

**Daughter's Birthday. Use 7 Hours PTO**

*You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.*

Kelly M Sutton 12.2.2025  
 Employee Signature Date

## Manager Approval

- Approved  
 Not Approved

Comments:

\_\_\_\_\_  
 Manager Signature Date

#121 - Kelly M. Sutton - 8955 Voucher #(994) Pay Date: 11/28/2025  
 Pay Period: 11/17/2025-11/23/2025

Earnings				
	Rate	Hours	Current	YTD
CMG PTO				3,047.50
Holiday				1,144.00
Regular	24.00	39.89	957.36	41,429.74
<b>Gross Pay</b>			<b>957.36</b>	<b>45,621.24</b>

Company Paid Benefits		
	Current	YTD
401k	28.72	1,368.62
FUTA		42.00
FICA	59.36	2,828.52
MEDI	13.88	661.51
Minnesota Addit		11.20
SUTA_SC:MN		43.05
MN PFML		
SUTA:MN		223.54
<b>Total</b>	<b>101.96</b>	<b>5,178.44</b>

Deductions			
		Current	YTD
401k		28.72	1,368.62
Dental After Tax		10.80	518.40
Medical After Tax		48.08	2,307.84
Vision After Tax		4.92	236.16
<b>Total</b>		<b>92.52</b>	<b>4,431.02</b>

Accruals				
	Accrued	Taken	Bal.	Acc/PP
CMG Paid Time Off	Hrs: 157.51	79.00	78.51	2.93

Taxes Withheld				
	Taxable	Taxable YTD	Current	YTD
FIT	928.64	44,252.62	82.23	3,908.57
FICA	957.36	45,621.24	59.36	2,828.52
MEDI	957.36	45,621.24	13.88	661.51
SIT:MN	928.64	44,252.62	40.00	1,902.00
MN PFML	957.36	25,813.20		
<b>Total</b>			<b>195.47</b>	<b>9,300.60</b>

Tax Allowance Settings	
Federal:	Married Filing Jointly +10.00 Form W4 2020 And Later: Yes Two Jobs: Yes Claim Dependent: \$0.00 Deduction: \$0.00 Other Income: \$0.00
Minnesota:	Allowances: 0 +5.00 Filing Status: M

Net Pay			
		Current	YTD
		<b>669.37</b>	<b>31,889.62</b>
Checking (8862)		468.56	22,322.71
Checking (0698)		200.81	9,566.91

<sup>1</sup> Reduces your Federal & State Withholding Taxable Wage  
<sup>2</sup> For information purposes only. No effect on your net pay.

Corporate Management Group 1501 W124th Ave, Unit 500, Westminster, CO 80234 1 of 1  
 Business Phone #: 303-920-1425

Corporate Management Group  
 1501 W124th Ave  
 Unit 500  
 Westminster, CO 80234

Pay Date: 11/28/2025  
 Voucher #: (994)

Deposited To The Account(s) Of	Deposit #	Account Type	Account #	Transit ABA	Deposit
Kelly M. Sutton	1	Checking	XXXXXXXX8862	063100277	468.56
121 11/28/2025 (994)	2	Checking	XXXXXXXXXX069296076301		200.81
					<u>669.37</u>

**Kelly M. Sutton**  
 1638 5th Ave SE  
 Rochester, MN 55904

Non-Negotiable - This Is Not A Check

Corporate Management Group  
 1501 W124th Ave  
 Unit 500  
 Westminster, CO 80234