



"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: 11/28/2025 To: 11/28/2025

Reason for Absence: Black Friday. Please use 8 PTO hours. I currently have 75 Available.

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

Kelly M Sutton 11-24-2025
Employee Signature Date

Manager Approval

- Approved
- Not Approved

Comments:

Manager Signature Date

#121 - Kelly M. Sutton - 8955 Voucher #(980) Pay Date: 11/21/2025
 Pay Period: 11/10/2025-11/16/2025

Earnings				
	Rate	Hours	Current	YTD
CMG PTO				3,047.50
Holiday				1,144.00
Regular	24.00	40.00	960.00	40,472.38
Gross Pay			960.00	44,663.88

Deductions				
			Current	YTD
401k			28.80	1,339.90
Dental After Tax			10.80	507.60
Medical After Tax			48.08	2,259.76
Vision After Tax			4.92	231.24
Total			92.60	4,338.50

Taxes Withheld				
	Taxable	Taxable YTD	Current	YTD
FIT	931.20	43,323.98	82.54	3,826.34
FICA	960.00	44,663.88	59.52	2,769.16
MEDI	960.00	44,663.88	13.92	647.63
SIT:MN	931.20	43,323.98	40.00	1,862.00
MN PFML	960.00	24,855.84		
Total			195.98	9,105.13

Net Pay				
			Current	YTD
Net Pay			671.42	31,220.25
Checking (8862)			469.99	21,854.15
Checking (0698)			201.43	9,366.10

Company Paid Benefits		
	Current	YTD
401k	28.80	1,339.90
FUTA		42.00
FICA	59.52	2,769.16
MEDI	13.92	647.63
Minnesota Addit		11.20
SUTA_SC:MN		43.05
MN PFML		
SUTA:MN		223.54
Total	102.24	5,076.48

Accruals				
	Accrued	Taken	Bal.	Acc/PP
CMG Paid Time Off	Hrs: 154.58	79.00	75.58	2.93

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

¹ Reduces your Federal & State Withholding Taxable Wage
² 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: 11/21/2025
Voucher #: (980)

Deposited To The Account(s) Of	Deposit #	Account Type	Account #	Transit ABA	Deposit
Kelly M. Sutton	1	Checking	XXXXXXXX8862	063100277	469.99
121 11/21/2025 (980)	2	Checking	XXXXXXXX069296076301		201.43
Kelly M. Sutton 1638 5th Ave SE Rochester, MN 55904					671.42

Non-Negotiable - This Is Not A Check

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