## PROGRESS INC. ADMINISTRATIVE STAFF ONLY

PLEASE PRINT CLEARLY!	<u>!</u>													1					
· · · · · · · · · · · · · · · · · · ·						D	UE DA	TE:		Ja	nuary	16, 20	)23						
First Name			Last Name			PAY PERIOD:					January 1-15								
Position:			PAY							Fe	February 1, 2023								
	JAN	1 SU		2	3	4	5 TH	6 F	7 S	8 SU		9	10 T	11		13 F	14 S	15 SU	DO NOT WRIITE IN
-		50		М	Т	W	IH	F	3	50	-	М	Т	W	TH	F	2	50	SECTION BELOW
Program/Admin Managers																			
	In										-								
Hourly Administration	Out										-								
Payroll only:Enter	I otal Hrs $\rightarrow$										-								
Quality Assurance																			
Payrool Only:Enter	Total Hrs →										-								
	In																		
	Out																		
Payroll only:Enter Total Hrs $\rightarrow$																			
	In										-								
December 5 and 5	Out										-								
Payroll only:Enter											-	<u> </u>							
-	In Out										-								
Payroll only:Enter Total Hrs →											-					-			
	In										-	<u> </u>							
	Out										-								
Payroll only:Enter Total Hrs →																			
TIME OFF:																			
P (PTO) H (HOL) C (CSR)																			

## ALL staff must record sign in and sign out times and total hours for each shift!!

Comments:

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