

**PROGRESS INC.  
ADMINISTRATIVE STAFF ONLY**

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE:

PAY PERIOD:

Position:

PAY DATE:

|                                | JAN | 1 | 2 | 3 | 4  | 5 | 6 | 7  | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | DO NOT WRITE IN SECTION BELOW |
|--------------------------------|-----|---|---|---|----|---|---|----|---|---|----|----|----|----|----|----|-------------------------------|
|                                |     | M | T | W | TH | F | S | SU | M | T | W  | TH | F  | S  | SU | M  |                               |
| <b>Program/Admin Managers</b>  |     |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
|                                |     |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
| <b>Hourly Administration</b>   | In  |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
|                                | Out |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
| Payroll only:Enter Total Hrs → |     |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
| <b>Quality Assurance</b>       |     |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
| Payroll Only:Enter Total Hrs → |     |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
|                                | In  |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
|                                | Out |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
| Payroll only:Enter Total Hrs → |     |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
|                                | In  |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
|                                | Out |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
| Payroll only:Enter Total Hrs → |     |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
|                                | In  |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
|                                | Out |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
| Payroll only:Enter Total Hrs → |     |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
| <b>TIME OFF:</b>               |     |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |
| P (PTO) H (HOL) C (CSR)        |     |   |   |   |    |   |   |    |   |   |    |    |    |    |    |    |                               |

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

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Supervisor Signature