PROGRESS INC. ADMIN. STAFF ONLY

PLEASE PRINT CLEARLY!!					I	DU	JE DA	ATE:	Feb	rua	ry 1, 2	2022	l							
First Name	Las	t Naı	me			PAY PERIOD: January 16-31														
Position:						PA	AY DA	ATE:	February 16, 2022											
	16 SU		17 M	18 T	19 W	20 TH	21 F	22 S	23 SU		24 M	25 T	26 W	27 TH	28 F	29 S	30 SU		31 M	DO NOT WRIITE IN SECTION BELOW
Program/Admin Managers	L	1	L															1		
Hourly Administration Payroll Only: →	E																			
Quality Assurance																				
Payroll Only: →	E																			
Payroll only: →	E																			
Payroll only: →	Е																			
Payroll only: →	H																			
Payroll only: →																				
TIME OFF: P (PTO) H (HOL) C (CSR)																				
ALL staff must record sign	n in	and	l siç	gn c	out	time	es fo	or e	each	sh	nift!!						•			
comments.																	-			
Employee Signate	Employee Signature							5	Super	viso	r Sigr	nature	•				•			

PROGRESS INC. ADMIN. STAFF ONLY