

**PROGRESS INC.
ADMIN. STAFF ONLY**

PLEASE PRINT CLEARLY!!

First Name

Last Name

DUE DATE:

February 1, 2023

PAY PERIOD:

January 16-31

Position:

PAY DATE:

February 16, 2023

| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | DO NOT WRITE IN SECTION BELOW |
|-------------------------|----|----|----|----|----|----|----|--|----|----|----|----|----|----|----|--|----|----|-------------------------------|
| | M | T | W | TH | F | S | SU | | M | T | W | TH | F | S | SU | | M | T | |
| Program/Admin Managers | | | | | | | | | | | | | | | | | | | |
| Hourly Administration | | | | | | | | | | | | | | | | | | | |
| Payroll Only: → | | | | | | | | | | | | | | | | | | | |
| Quality Assurance | | | | | | | | | | | | | | | | | | | |
| Payroll Only: → | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Payroll only: → | | | | | | | | | | | | | | | | | | | |
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| Payroll only: → | | | | | | | | | | | | | | | | | | | |
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| Payroll only: → | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Payroll only: → | | | | | | | | | | | | | | | | | | | |
| TIME OFF: | | | | | | | | | | | | | | | | | | | |
| P (PTO) H (HOL) C (CSR) | | | | | | | | | | | | | | | | | | | |

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

Comments:

Employee Signature

Supervisor Signature