PROGRESS INC.
ADMINISTRATION STAFF ONLY

PLEASE PRINT CLEARLY!!

DUE DATE: March 16, 2022

First Name	Last Name

PAY PERIOD: March 1-15

Position:

PAY DATE: April 1, 2022

		1	2	3	4	5	6		7	8	9	10	11	12	13		14	15	DO NOT WRIITE IN
		T	W	TH	F	S	SU		M	TU	W	TH	F	S	SU		M	T	
Program/Admin Managers																			
Hourly Administration																			
Payroll Only:Enter Total Hrs →																			
Quality Assurance																			
Payroll Only:Enter Total Hrs →																			
Payroll only:Enter Total Hrs →																			
Payroll only:Enter Total Hrs →																			
Payroll only:Enter Total Hrs →																			
Payroll only:Enter Total Hrs →																			
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