

**PROGRESS INC.
ADMIN. STAFF ONLY**

PLEASE PRINT CLEARLY!!

DUE DATE:

First Name

Last Name

PAY PERIOD:

Position:

PAY DATE:

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