

**PROGRESS INC.  
ADMIN. STAFF ONLY**

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE:

PAY PERIOD:

Position:

PAY DATE:

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

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

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

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

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