PROGRESS INC.
ADMIN. STAFF ONLY

PLEASE PRINT CLEARLY!!

DUE DATE: June 16, 2024

First Name | **Last Name**

PAY PERIOD: June 1-15

Position:

PAY DATE: July 1, 2024

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	DO NOT WRIITE IN
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	
Administration																
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**