

**PROGRESS INC.
ADMIN. STAFF ONLY**

PLEASE PRINT CLEARLY!!

		DUE DATE:	July 16, 2023
First Name	Last Name	PAY PERIOD:	July 1-15
Position:		PAY DATE:	August 1, 2023

	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	
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