

**PROGRESS INC.  
ADMIN. STAFF ONLY**

**PLEASE PRINT CLEARLY!!**

DUE DATE: August 1, 2023  
 First Name: 
 Last Name: 
 PAY PERIOD: July16-31  
 Position: 
 PAY DATE: August 16, 2023

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DO NOT WRITE IN
	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	
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 →																	
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