

**PROGRESS INC.
ADMIN. STAFF ONLY**

PLEASE PRINT CLEARLY!!

DUE DATE: **August 16, 2023**

First Name

Last Name

PAY PERIOD: **August 1-15**

Position:

PAY DATE: **September 1, 2023**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	DO NOT WRITE IN
	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	
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 (HOLIDAY) C (CSR)																

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

Comments: _____

Employee Signature

Supervisor Signature

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