

**PROGRESS INC.  
ADMIN. STAFF ONLY**

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE:

PAY PERIOD:

Position:

PAY DATE:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	DO NOT WRITE IN
	TH	F	S	SU	M	TU	W	TH	F	S	SU	M	TU	W	
<b>Administration</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 →															
Payroll only:Enter Total Hrs →															
<b>TIME OFF:</b>															
P (PTO) H (HOLIDAY) C (CSR)															

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

Comments:

---



---

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

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

**PROGRESS INC.  
ADMIN. STAFF ONLY**