

**PROGRESS INC.
ADMINISTRATIVE STAFF ONLY**

PLEASE PRINT CLEARLY!!

First Name

Last Name

DUE DATE:

September 1, 2022

PAY PERIOD:

August 16-31

Position:

PAY DATE:

September 16, 2022

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

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

Comments:

Employee Signature

Supervisor Signature