

**PROGRESS INC.  
ADMINISTRATIVE STAFF ONLY**

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE:

October 1, 2022

PAY PERIOD:

September 16-30

Position:

PAY DATE:

October 16, 2022

	16	17	18								19	20	21	22	23	24	25						26	27	28	29	30	DO NOT WRITE IN
	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F													
<b>Program/Admin Managers</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 →																												
<b>TIME OFF:</b>																												
P (PTO) H (HOLIDAY) C (CSR)																												

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

Comments:

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Employee Signature

Supervisor Signature