PROGRESS INC.
ADMINISTRATIVE STAFF ONLY

PLEASE PRINT CLEARLY!!

DUE DATE: November 16, 2022

First Name	Last Name

PAY PERIOD: November 1-15

Position:

PAY DATE: December 1, 2022

				1	2	3	4	5	6		7	8	9	10	11	12	13		13	14	15	DO NOT WRIITE IN
				T	W	TH	F	S	SU		M	T	W	TH	F	S	SU		M	T	W	
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 →																						
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**