

**PROGRESS INC.  
ADMINISTRATIVE STAFF ONLY**

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE: **December 1, 2023**

PAY PERIOD: **November 16-30**

Position:

PAY DATE: **December 16, 2023**

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

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

Comments:

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Employee Signature

Supervisor Signature