

PROGRESS INC.

Senior Services, Nursing, Day Services, Residential and Windlands Shift Staff Only

PLEASE PRINT CLEARLY!!

First Name

Last Name

DUE DATE:

February 1, 2022

PAY PERIOD:

January 16-31

Please Check: Day Services Senior Services Residential Nursing Windlands

Position: _____

Grey areas: Payroll Only

PAY DATE:

February 16, 2022

Client Name(s)	16 SU	17 M	18 T	19 W	20 TH	21 F	22 S	23 SU	24 M	25 T	26 W	27 TH	28 F	29 S	30 SU	31 M	Leave this column blank!
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TIME OFF:																	
P (PTO) H (HOL) C (CSR)																	

Staff must record sign in and sign out times for each shift!!including a.m./p.m.!!Remember 12a.m is MIDNIGHT and 12p.m. is NOON.

Comments:

Employee Signature

Supervisor Signature

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