

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE:

**February 16,2022**

PAY PERIOD:

**February 1-15**

Please Check:  Day Serv  DIDD Residential  Senior Serv  Sr Serv Residential  Nursing  Windlands  ECF

Position:

**Grey Areas:Accounting Use Only**

PAY DATE:

**March 1, 2022**

Tu

Client Name(s)	In Out	1	2	3	4	5	6		7	8	9	10	11	12	13		14	15	Leave this column blank!
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<b>TIME OFF:</b>																			
<b>P (PTO) H (HOL) C (CSR)</b>																			

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:

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\_\_\_\_\_

Employee Signature

Supervisor Signature

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