

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

First Name

Last Name

DUE DATE:

February 16,2023

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, 2023

Tu

Client Name(s)		1	2	3	4	5								6	7	8	9	10	11	12				13	14	15	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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