

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE:

February 16,2024

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, 2024

Tu

Client Name(s)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Leave this column blank!
		TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	
	In																
	Out																
Payroll office only →																	
	In																
	Out																
Payroll office only →																	
	In																
	Out																
Payroll office only →																	
	In																
	Out																
Payroll office only →																	
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