

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

First Name

Last Name

DUE DATE:

PAY PERIOD:

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

Position:

PAY DATE:

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

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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