

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

Grey Areas:Accounting Use Only

PAY DATE:

Client Name(s)		16	17	18	19	20	21	22	23	24	25	26	27	28	29	Leave this column blank!
		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