

# PROGRESS INC.

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

**PLEASE PRINT CLEARLY!!**

DUE DATE:

March 16, 2023

First Name

Last Name

PAY PERIOD:

March 1-15

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

Position:

Grey Areas:Accounting Use Only

PAY DATE:

April 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 NOON.

Comments:

Employee Signature

Supervisor Signature

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