PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: March 16, 2024

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, 2024

Tu

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

Comments:

Employee Signature

Supervisor Signature