

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE:

April 16, 2022

PAY PERIOD:

April 1-15

Please Check:  Day Services  Senior Services  Residential  Nursing  Windlands  ECF

Position:

Grey Areas: Accounting Use Only

PAY DATE:

May 1, 2022

Client Name(s)		1	2	3	Grey Area							11	12	13	14	15	Leave this column blank!
		F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	
	In																
	Out																
Payroll office only →																	
	In																
	Out																
Payroll office only →																	
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	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 I

Comments:

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Employee Signature

Supervisor Signature

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