

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE:

May 16, 2024

First Name

Last Name

PAY PERIOD:

May1-15

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

Position:

Grey Areas:Accounting Use Only

PAY DATE:

June 1, 2024

Client Name(s)		1	2	3	4	5	Grey Areas:Accounting Use Only										13	14	15	Leave this column blank!
		W	TH	F	S	SU	6	7	8	9	10	11	12	M	T	W				
	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. and p.m.!! Remember 12:00 a.m. is Midnight and 12:00 p.m. is Noon.

Comments:

Employee Signature

Supervisor Signature