

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: June 1, 2022

First Name

Last Name

PAY PERIOD: May16-31

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

Position:

Grey Areas: Accounting Use Only

PAY DATE: June 16, 2022

Client Name(s)	In	Out	16	17	18	19	20	21	22	Tu							30	31	Leave this column blank!	
			M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T		
Payroll office only →																				
Payroll office only →																				
Payroll office only →																				
Payroll office only →																				
Payroll office only →																				
Payroll office only →																				
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

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