

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: June 1, 2023

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, 2023

Client Name(s)		16	17	18	19	20	21								22	23	24	25	26	27	28								29	30	31	Leave this column blank!
		T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W															
	In																															
	Out																															
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	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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