

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

First Name

Last Name

DUE DATE:

PAY PERIOD:

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

Grey Areas:Accounting Use Only

PAY DATE:

Tu

Client Name(s)		16	17	18	19	Grey Areas:Accounting Use Only							27	28	29	30	31	Leave this column blank!
		TH	F	S	SU	M	T	W	T	F	S	SU	M	T	W	TH	F	
	In																	
	Out																	
Payroll office only →																		
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	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 NOON.

Comments:

Employee Signature

Supervisor Signature