## PROGRESS INC. Senior Services, Nursing, Day Services, Residential and Windlands Shift Staff Only

## PLEASE PRINT CLEARLY!!

								_						DUE DATE:			June 16, 2022	
First Name		st Na	Name									PAY PERIOD:				June1-15		
Please Check: Day Serv_	DIDD	Resi	-		-	enior	· Serv	/ SI	r Serv	/ Res	side	entia	al				Idlar	
Position:	_														DATE:	-		July 1, 2022
l osition.							ТСУА	1003.7	1000	inting	y 03		i i i y	<b>I</b> ' ^' '				July 1, 2022
Client Name(s)	1	2	3	4	5		6	7	8	9	10	11	12		13	14		Leave this column
	W	TH	F	S	SU		М	Т	W	TH	F	S	SU	_	М	Т	W	blank!
In	<u> </u>													-	<u> </u>			
Out																		
Payroll office only →	_													-				
In	<u> </u>													_				
Out																		
Payroll office only $\rightarrow$	_													-				
ln Out	<u> </u>													-	<u> </u>			
Payroll office only→	<u> </u>													-				
														-	_			
ln Out														-	<u> </u>			
Payroll office only→																		
	_													-				
Out														-	<u> </u>			
Payroll office only $\rightarrow$																		
Out														-				
Payroll office only $\rightarrow$																		
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.!! Remember12a.m. is MIDNIGHT and 12p.m. is NOON. Comments:

## PROGRESS INC. Senior Services, Nursing, Day Services, Residential and Windlands Shift Staff Only

F