

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

DUE DATE:

June 16, 2023

First Name

Last Name

PAY PERIOD:

June1-15

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

Position:

Grey Areas:Accounting Use Only

PAY DATE:

July 1, 2023

Client Name(s)		1	2	3	4	Grey Areas:Accounting Use Only						12	13	14	15	Leave this column blank!	
		TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	
	In																
	Out																
Payroll office only →																	
	In																
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	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.!! Remember 12a.m. is MIDNIGHT and 12p.m. is NOON.

Comments:

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Employee Signature

Supervisor Signature

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