PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: June 16, 2024

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, 2024

Client Name(s)		1 S	2 SU	3 M	4 T	5 W	6 TH	7 F	8 S	9 SU	10 M	11 T	12 W	13 TH	14 F	15 S	Leave this column blank!
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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:

Employee Signature

Supervisor Signature