

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: July 1, 2022

First Name

Last Name

PAY PERIOD: June 16-30

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

Position:

Grey Areas: Accounting Use Only

PAY DATE: July 16, 2022

Client Name(s)		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Leave this column blank!
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	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. and p.m.!! Remember 12:00 is Midnight and 12:00 p.m. is Noon.

Comments:

Employee Signature

Supervisor Signature

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