

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

First Name

Last Name

DUE DATE:

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

PAY PERIOD:

Position:

PAY DATE:

Client Name(s)	16 SU	17 M	18 T	19 W	20 TH	21 F	22 S	23 SU	24 M	25 T	26 W	27 TH	28 F	29 S	30 SU	Leave this column blank!
In																
Out																
Payroll office only →																
In																
Out																
Payroll office only →																
In																
Out																
Payroll office only →																
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Payroll office only →																
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