

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

PLEASE PRINT CLEARLY!!

DUE DATE: **July 16, 2022**

First Name

Last Name

PAY PERIOD: **July1-15**

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

Position:

Grey Areas:Accounting Use Only

PAY DATE: **August 1, 2022**

Client Name(s)	In Out	1	2	3		4	5	6	7	8	9	10		11	12	13	14	15	Leave this column blank!
		F	S	SU		M	T	W	TH	F	S	SU		M	T	W	TH	F	
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Payroll office only →																			
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TIME OFF:																			
P (PTO) H (HOL) C (CSR)					T								T						

Staff must record sign in and sign out times for each shift!! Including a.m./p.m.!! Remember 12p.m. is Noon.

Comments: _____

 Employee Signature

 Supervisor Signature

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