

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

PLEASE PRINT CLEARLY!!

DUE DATE: July 16, 2023

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, 2023

Client Name(s)	1	2		3	4	5	6	7	8	9		10	11	12	13	14	15	Leave this column blank!	
	S	SU		M	T	W	TH	F	S	SU		M	T	W	TH	F	S		
In																			
Out																			
Payroll office only →																			
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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 12p.m. is Noon.

Comments: _____

Employee Signature

Supervisor Signature

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