

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

DUE DATE: August 1, 2022

First Name

Last Name

PAY PERIOD: July 16-31

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

Position:

Grey Areas: Accounting Use Only

PAY DATE: August 16, 2022

Client Name(s)		16	17								25	26	27	28	29	30	31	Leave this column blank!		
		S	SU								M	T	W	TH	F	S	SU		M	T
	In																			
	Out																			
Payroll office only →																				
	In																			
	Out																			
Payroll office only →																				
	In																			
	Out																			
Payroll office only →																				
	In																			
	Out																			
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./p.m.!! Remember 12a.m. is MIDNIGHT and 12p.m. is NOON.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee Signature

Supervisor Signature

**PROGRESS INC.**

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

F