

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

DUE DATE: August 1, 2023

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, 2023

Client Name(s)		16	17	18	19	20	21	22	23	Tu					24	25	26	27	28	29	30	31	Leave this column blank!
		SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M						
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	Out																						
<b>Payroll office only →</b>																							
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<b>Payroll office only →</b>																							
<b>TIME OFF:</b>																							
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

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