

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE:

August 16, 2022

PAY PERIOD:

August 1-15

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

Position:

Grey Areas: Accounting Use Only

PAY DATE:

September 1, 2022

Tu

	1	2	3	4	5	6	7		8	9	10	11	12	13	14		15	Leave this column blank!
Client Name(s)	M	T	W	TH	F	S	SU		M	T	W	TH	F	S	SU		M	
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 a.m. is Midnight and 12:00 p.m. is Noon.

Comments:

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Employee Signature

Supervisor Signature

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