

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: August 16, 2024

First Name

Last Name

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, 2024

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	column blank!
Client Name(s)	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	
<input style="width: 80%;" type="text"/>																
In																
Out																
Payroll office only →																
<input style="width: 80%;" type="text"/>																
In																
Out																
Payroll office only →																
<input style="width: 80%;" type="text"/>																
In																
Out																
Payroll office only →																
<input style="width: 80%;" type="text"/>																
In																
Out																
Payroll office only →																
<input style="width: 80%;" type="text"/>																
In																
Out																
Payroll office only →																
<input style="width: 80%;" type="text"/>																
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:

Employee Signature

Supervisor Signature