

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

DUE DATE: **September 16, 2023**

First Name

Last Name

PAY PERIOD: **September 1-15**

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

Position:

Grey Areas:Accounting Use Only

PAY DATE: **October 1, 2023**

Client Name(s)		1	2	3							4	5	6	7	8	9	10							11	12	13	14	15	Leave this column blank!
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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

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