

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

DUE DATE: **September 16, 2024**

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	column blank!
		SU	M	TU	W	TH	F	S	SU	M	T	W	TH	F	S	SU	
	In																
	Out																
Payroll office only →																	
	In																
	Out																
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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:

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Employee Signature

Supervisor Signature