PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: October 16, 2024

First Name _____ Last Name _____

PAY PERIOD: October 1-15

Please Check: __ Day Serv__ DIDD Residential___ Senior Serv__ Sr Serv Residential __Nursing___Windlands__ECF

Position:

Grey Areas:Accounting Use Only

PAY DATE: November 1, 2024

Client Name(s)		1 T	2 W	3 TH	4 F	5 S	6 SU	7 M	8 T	9 W	10 TH	11 F	12 S	13 SU	14 M	15 T	Leave this column blank!
	In																
	Out																
Payroll office only →																	
	In																
	Out																
Payroll office only →																	
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Payroll office only→																	
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	Out																
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**