

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

DUE DATE: **November 16, 2023**

First Name

Last Name

PAY PERIOD: **November 1-15**

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

Position:

**Grey Areas:Accounting Use Only**

PAY DATE: **December 1, 2023**

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

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