

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