

**PROGRESS INC.**

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

**PLEASE PRINT CLEARLY!!**

DUE DATE: December 1, 2024

First Name

Last Name

PAY PERIOD: November 16-30

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

Position:

Grey Areas:Accounting Use Only

PAY DATE: December 16, 2024

Client Name(s)	16 S	17 SU	18 M	19 T	20 W	21 TH	22 F	23 S	24 SU	25 M	26 T	27 W	28 TH	29 F	30 S	Leave this column blank!
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<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./p.m.!! Remember 12a.m. is MIDNIGHT and 12p.m. is NOON.

Comments: \_\_\_\_\_  
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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature