

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: December 16, 2022

First Name

Last Name

PAY PERIOD: December 1-15

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

Position:

Grey Areas:Accounting Use Only

PAY DATE: January 1, 2022

	1	2	3	4		5	6	7	8	9	10	11		12	13	14	15	Leave this column blank!	
Client Name(s)	TH	F	S	SU		M	T	W	TH	F	S	SU		M	T	W	TH		
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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: _____

Employee Signature _____

Supervisor Signature _____

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