

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

First Name

Last Name

DUE DATE:

PAY PERIOD:

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

Position:

Grey Areas:Accounting Use Only

PAY DATE:

0

Client Name(s)	1	2	3		4	5	6	7	8	9	10		11	12	13	14	15	Leave this column blank!	
	F	S	SU		M	T	W	TH	F	S	SU		M	T	W	TH	F		
<input style="width: 80%; height: 15px;" type="text"/> In																			
<input style="width: 80%; height: 15px;" type="text"/> Out																			
Payroll office only →																			
<input style="width: 80%; height: 15px;" type="text"/> In																			
<input style="width: 80%; height: 15px;" type="text"/> Out																			
Payroll office only →																			
<input style="width: 80%; height: 15px;" type="text"/> In																			
<input style="width: 80%; height: 15px;" type="text"/> Out																			
Payroll office only →																			
<input style="width: 80%; height: 15px;" type="text"/> In																			
<input style="width: 80%; height: 15px;" type="text"/> Out																			
Payroll office only →																			
<input style="width: 80%; height: 15px;" type="text"/> In																			
<input style="width: 80%; height: 15px;" type="text"/> Out																			
Payroll office only →																			
<input style="width: 80%; height: 15px;" type="text"/> In																			
<input style="width: 80%; height: 15px;" type="text"/> Out																			
Payroll office only →																			
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

PROGRESS INC.

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

F