PROGRESS INC.

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

PLEASE PRINT CLEARLY!	<u>!</u>												,			
							ī					DUE D	ATE:	Dece	mber 1	16, 2024
First Name Last N Please Check: Day Serv DIDD Residential_											Wir		ERIOD:			
Position:					Grey Areas:Accounting Use Only							PAY D		January 1, 2025		
Client Name(s)	1 SU	2 M	3 T	4 W	5 TH	6 F	7 S	8 SU	9 M	10 T	11 W	12 TH	13 F	14 S	15 SU	this column
In																
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Payroll office only →																
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TIME OFF:															
P (PTO) H (HOL) C (CSR)															
Staff must record sign in and Comments:	sign out tir	nes for e	each shif	t!!includ	ding a.m.	./p.m.!!	Rememb	oer 12a.m.	is MIDNI	GHT and	l 12p.m	. is Noo	n.		