

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

3

DUE DATE:

Jan

First Name

Last Name

PAY PERIOD:

Dec

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

Position:

Grey Areas: Accounting Use Only

PAY DATE:

Jan

Client Name(s)	In Out	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
		F	S	SU		M	T	W	TH	F	S		SU	M	T	W	TH	F
	In Out																	
Payroll office only →																		
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Payroll office only →																		
	In 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. and p.m.!! Remember 12:00 a.m. is Midnight and 12:00 p.m. is Noon.

Comments:

Employee Signature

Supervisor Signature

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January 1, 2023

December 16-31

ECF

January 16, 2023

Leave this column blank!

