

**PROGRESS INC.**

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

***PLEASE PRINT CLEARLY!!***

**DUE DATE:**

**January 1, 2025**

First Name

Last Name

**PAY PERIOD:**

**December 16-31**

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

Position:

**Grey Areas: Accounting Use Only**

**PAY DATE:**

**January 16, 2025**

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Client Name(s)	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	e
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<b>TIME OFF:</b>																		
<b>P (PTO) H (HOL) C (CSR)</b>																		

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:

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Employee Signature

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Supervisor Signature