PROGRESS INC.
ADMIN. STAFF ONLY

PLEASE PRINT CLEARLY!!

DUE DATE: August 1, 2020

First Name | Last Name

PAY PERIOD: July16-31

Position:

PAY DATE: August 16, 2020

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DO NOT WRIITE IN
	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	
Program/Admin Managers																	
Hourly Administration																	
Payroll Only:Enter Total Hrs →																	
Quality Assurance																	
Payroll Only:Enter Total Hrs →																	
Payroll only:Enter Total Hrs →																	
Payroll only:Enter Total Hrs →																	
Payroll only:Enter Total Hrs →																	
Payroll only:Enter Total Hrs →																	
Payroll only:Enter Total Hrs →																	
TIME OFF:																	
P (PTO) H (HOL) C (CSR)																	

ALL staff must record sign in and sign out times for each shift!!

Comments:

Employee Signature | **Supervisor Signature**