

**PROGRESS INC.  
ADMINISTRATIVE STAFF ONLY**

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE: **September 1, 2020**

PAY PERIOD: **August 16-31**

Position:

PAY DATE: **September 16, 2020**

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

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

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature