

**PROGRESS INC.  
ADMINISTRATIVE STAFF ONLY**

**PLEASE PRINT CLEARLY!!**

DUE DATE: **October 16, 2020**

First Name

Last Name

PAY PERIOD: **October 1-15**

Position:

PAY DATE: **November 1, 2020**

	1	2	3	4		5	6	7	8	9	10	11		12	13	14	15	DO NOT WRITE IN	
	TH	F	S	SU		M	T	W	TH	F	S	SU		M	T	W	TH		
<b>Administration</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:

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Employee Signature

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Supervisor Signature