

**PROGRESS INC.
ADMINISTRATIVE STAFF ONLY**

PLEASE PRINT CLEARLY!!

First Name

Last Name

DUE DATE:

November 1, 2020

PAY PERIOD:

October 16-31

Position:

PAY DATE:

November 16, 2020

	16	17	18								19	20	21	22	23	24	25	26	27	28	29	30	31	DO NOT WRITE IN
	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	M	T	W	TH	F	S		
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 →																								
TIME OFF:																								
P (PTO) H (HOLIDAY) C (CSR)																								

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

Comments:

Employee Signature

Supervisor Signature