

**PROGRESS INC.  
ADMINISTRATIVE STAFF ONLY**

**PLEASE PRINT CLEARLY!!**

First Name

Last Name

DUE DATE: **December 1, 2020**

PAY PERIOD: **November 16-30**

Position:

PAY DATE: **December 16, 2020**

	16	17	18	19	20	21	22		23	24	25	26	27	28	29		30	DO NOT WRITE IN
	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>																		
<b>P (PTO) H (HOLIDAY) C (CSR)</b>																		

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

Comments:

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Employee Signature

Supervisor Signature