

PROGRESS INC.

Senior Services, Nursing, Day Services Residential and Windlands Shift Staff Only

PLEASE PRINT CLEARLY!!

DUE DATE January 16, 2020

First Name

Last Name

PAY PERIOD January 1-15

Please Check: Day Serv Senior Serv Resid Nursing Windlar ECF

Position:

GREY AREA FOR PAYROLL ONLY

PAY DATE February 3, 2020

Client Name(s)		1	2	3	4	5	GREY AREA FOR PAYROLL ONLY							13	14	15	Leave this column blank!
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	In																
	Out																
Payroll office only: →																	
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Payroll office only: →																	
TIME OFF:																	
P (PTO) H (HOL) C (CSR)																	

Staff must record sign in and sign out times for each shift!! Including a.m./p.m.!! Remember 12a.m. is MIDNIGHT and 12p.m. is NOON.

Comments:

Employee Signature

Supervisor Signature