

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

First Name

Last Name

DUE DATE:

PAY PERIOD:

Please Check: Day Serv DIDD Residential Senior Serv Sr Serv Residential Nursing Windlands ECF

Grey Areas:Accounting Use Only

PAY DATE:

Tu

Client Name(s)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Leave this column blank!
	S	SU	M	T	W	TH	F	S	SU	M	Tu	W	TH	F	S	
In																
Out																
Payroll office only →																
In																
Out																
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In																
Out																
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