

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE:

March 16, 2020

First Name

Last Name

PAY PERIOD:

March 1-15

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

Position:

Grey Areas:Accounting Use Only

PAY DATE:

April 1, 2020

Tu

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

Comments:

Employee Signature

Supervisor Signature