

**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

Position:

PAY DATE:

Client Name(s)		16	17	18	19		20	21	22	23	24	25	26		27	28	29	30	Leave this column blank!	
		TH	F	S	SU		M	T	W	TH	F	S	SU		M	T	W	TH		
	In																			
	Out																			
Payroll office only →																				
	In																			
	Out																			
Payroll office only →																				
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	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 MIDNIGHT and 12p.m. is NOON.

Comments:

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Employee Signature

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Supervisor Signature