

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: June 16, 2020

First Name

Last Name

PAY PERIOD: June1-15

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

Position:

Grey Areas:Accounting Use Only

PAY DATE: July 1, 2020

Client Name(s)		1	2	3	4	5	6	7		8	9	10	11	12	13	14		15	Leave this column blank!
		M	T	W	TH	F	S	SU		M	T	W	TH	F	S	SU		M	
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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.!! Remember12a.m. is MIDNIGHT and 12p.m. is NOON.

Comments:

Employee Signature

Supervisor Signature