

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE:

August 16, 2020

First Name

Last Name

PAY PERIOD:

August 1-15

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

Position:

Grey Areas:Accounting Use Only

PAY DATE:

September 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!	
		S	SU		M	T	W	TH	F	S	SU		M	T	W	TH	F	S		
<input style="width: 80%; height: 15px;" type="text"/>	In																			
	Out																			
Payroll office only →																				
<input style="width: 80%; height: 15px;" type="text"/>	In																			
	Out																			
Payroll office only →																				
<input style="width: 80%; height: 15px;" type="text"/>	In																			
	Out																			
Payroll office only →																				
<input style="width: 80%; height: 15px;" type="text"/>	In																			
	Out																			
Payroll office only →																				
<input style="width: 80%; height: 15px;" type="text"/>	In																			
	Out																			
Payroll office only →																				
<input style="width: 80%; height: 15px;" type="text"/>	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. and p.m.!! Remember 12:00 a.m. is Midnight and 12:00 p.m. is Noon.

Comments:

Employee Signature

Supervisor Signature