

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: **September 16, 2020**

First Name

Last Name

PAY PERIOD: **September 1-15**

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

Position:

Grey Areas:Accounting Use Only

PAY DATE: **October 1, 2020**

Client Name(s)		1	2	3	4	5	6								7	8	9	10	11	12	13	14	15	Leave this column blank!
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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