

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 Senior Residential Nursing Windlands ECF

Grey Areas:Accounting Use Only

PAY DATE:

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

Employee Signature

Supervisor Signature