

PROGRESS INC.

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

PLEASE PRINT CLEARLY!!

DUE DATE: January 1, 2020

First Name

Last Name

PAY PERIOD: December 16-31

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

Position:

Grey Areas:Accounting Use Only

PAY DATE: January 16, 2020

Client Name(s)	In	Out	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Leave this column blank!
			M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	
	In																		
	Out																		
Payroll office only →																			
	In																		
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Payroll office only →																			
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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. and p.m.!! Remember 12:00 a.m. is Midnight and 12:00 p.m. is Noon.

Comments:

Employee Signature

Supervisor Signature