**Orientation Time Log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME:  |  |  |  | Week #: |  |  |
|  |  |  |  | Hire Date: |  |  |
|  |  |  |  |  |  |
| **DATE** | **TIME****IN** | **TIME OUT** | **MILEAGE** | **ACTIVITIES/NOTES** | **TOTAL****TIME** |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |
| (Saturday) |  |  |  |  |  |
| (Sunday) |  |  |  |  |  |

Orientation time log must be completed by new hire for each week of orientation. Logs must be signed by supervisor for payroll purposes.

|  |  |  |
| --- | --- | --- |
| Orientee Signature |  | Date |
| Supervisor Signature |  | Date |
| Print Supervisor’s Name |  |  |