**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 |  |  |