



New Hire Orientation Time Card

Employee

Employee Name (Last, First):

Employee ID#:

Select one:

Classified

Certificated

Location Name:

Location Code:

Position Title:

Combo Code (Use employee's hourly code with resource 00004):

New Hire Orientation Attendance Reporting

This time card is for salaried employees hired on July 1, 2022 or later who attend the New Hire Orientation outside of their scheduled work day and are eligible for payment for up to two (2) additional hours of time spent beyond their scheduled work day. All overtime must be approved by a Manager or Supervisor.

Date: (MM/DD/YY)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time in							
Time out							

Time Code Enter total hours below according to the appropriate time code.

CLASSIFIED ONLY:							
Hourly Time Regular TRC = OLNH							
Overtime Straight TRC = OLNHS							
Overtime and a Half TRC = OLNHO							
CERTIFICATED ONLY:							
Certificated New Hire TRC = OCNH							

Signatures

Employee Signature

I certify this to be an accurate statement of services rendered.

Date

Manager or Supervisor Approval Signature

I certify this to be an accurate statement of services rendered for this employee.

Date

Timekeeper Signature

Date

Time Codes

OLNH = Classified New Hire Regular hourly pay	Reported in the same capacity as Extra time. 1 x hourly rate.
OLNHS = Classified New Hire Overtime Straight	Reported in the same capacity as Straight Time Overtime. 1 x hourly rate.
OLNHO = Classified New Hire Overtime and a Half	Reported in the same capacity as Overtime). 1.5 x hourly rate.
OCNH = Certificated New Hire Regular hourly pay	Reported in the same capacity as Pro Rata. 1 x hourly rate.