Employee Visit Record

INSTRUCTIONS

1. Insert month and day of visit
2. Sign name and title
3. Record the general nature of the visit, i.e., medical, library, religious, e
4. Record exact time in and out (indicate a.m. or p.m.)

EMPLOYEE TO COMPLETE RECORD

Year _____

(1) **Date**		(2) **Employee Signature**	**Title**	(3) **Reason for Visit**	(4) **Time**	
mo.	day				in	out
					☐am ☐pm	☐am ☐pm
					☐am ☐pm	☐am ☐pm
					☐am ☐pm	☐am ☐pm
					☐am ☐pm	☐am ☐pm
					☐am ☐pm	☐am ☐pm
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					☐am ☐pm	☐am ☐pm

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