STEARNS COUNTY HUMAN SERVICES
COMMUNITY CORRECTIONS
Physical Location: Service Center, 3301 County Road 138, Waite Park, MN 56387
Mailing Address: PO Box 1107, St. Cloud, MN 56302
Case Aide (320)203-6942
Fax: (320) 656-6161

Community Service Work Timecard

Worksite: ___________________________________________  Attention: _________________________________

Please provide us with a monthly progress report.
Sign and return the timecard when the hours are completed, by the due date, or when you are no longer working with this individual.

Client’s Name: ______________________________________  File #’s: ________________________________

Client’s Phone #: ___________________________  # Hours: _____________  Due Date: _______________

Date Worked | Time In | Time Out | # Hours Worked Today | Total Worked To Date
---|---|---|---|---

Make copies of this timecard or use a separate sheet of paper to record any additional hours worked.

☐ Satisfactory completion of all hours  ☐ Unsatisfactory  TOTAL # Hours Worked: ____________

(Please explain in COMMENTS section)

COMMENTS:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Worksite Signature ___________________________________________  Date ____________________________