



MECOSTA COUNTY COMMUNITY CORRECTIONS COMMUNITY SERVICE TIME SHEET



****TO BE FILLED OUT BY AGENCY ONLY; WORKERS RESPONSIBILITY TO RETURN TO MCCC**

Worker's Name: _____

Agency: _____

Township/Government Non-Profit

If Non Profit, Tax ID#: _____

Address: _____

City: _____

PLEASE RETURN TIME SHEET TO:
Mecosta County Community Corrections
400 Elm Street, Room 204
Big Rapids, MI 49307
Phone: (231) 592-0126 Fax: (231) 592-0123

Supervisor: _____

Phone: _____

State: _____ Zip: _____

Date (MM/DD/YY)	Time In	Time Out	Hours Worked	Supervisor's Signature
Total Hours Worked:				

****For updated Work Crew Information and printable time sheets visit us at www.facebook.com/mecostacountycommunitycorrections**

EVALUATION: (to be completed by Worksite Supervisor)

Job Performance:	EXCELLENT	GOOD	FAIR	POOR
Cooperation:	EXCELLENT	GOOD	FAIR	POOR
Was Worker Prompt?	YES	NO		

COMMENTS: _____

- ONE TIMESHEET PER WORKSITE
- TIMESHEETS DUE EVERY 30 DAYS AFTER SENTENCING
- HOURS ACCEPTED ONLY ON MCCC TIMESHEETS
- TIMESHEETS MUST BE FILLED OUT COMPLETELY TO BE VALID

If you have been assigned to MCCC work crew, you CANNOT complete hours at a different location without prior approval from MCCC!!