Non-Exempt, Non-Exempt—FOP, Hourly/Student Employee Time Card Suggested Template for PP26-15: 1/11/26 through 1/24/26

Use the time card template below to track time worked and leave taken during the identified time period until it can be formally recorded in Quantum One. The information recorded here will be entered into Quantum One starting on 2/2/2026.

1/11/26- 1/17/26		Sunday, January 11			Monday, January 12			Tuesday, January 13			Wednesday, January 14			Thursday, January 15			Friday, January 16			Saturday, October 17		
Assignment * Number	Time Reporting * Code	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1																						
2																						
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7																						
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12																						

1/18/26 – 1/24/26		Sunday, January 18			Monday, January 19			Tuesday, January 20			Wednesday, January 21			Thursday, January 22			Friday, January 23			Saturday, January 24		
Assignment *	Time Reporting * Code	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1																						
3																						
4																						
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