

**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.

[illegible][illegible]