Non-Exempt, Non-Exempt–FOP, Hourly/Student Employee Time Card Suggested Template for PP26-16: 1/25/26 through 2/7/26

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.

1/25/26 – 1/31/26 Assignment * Number	Time Reporting * Code	Sunday, January 25			Monday, January 26			Tuesday, January 27			Wednesday, January 28			Thursday, January 29			Friday, January 30			Saturday, January 31		
		Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1																						
2																						
3																						
4																						
5																						
6																						
7	Leave Type																					
8																						
9																						
10																						
11																						
12																						

2/1/26 – 2/7/26 Assignment * Number	Time Reporting * Code	Sunday, February 1			Monday, February 2			Tuesday, February 3			Wednesday, February 4			Thursday, February 5			Friday, February 6			Saturday, February 7		
		Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1																						
2																						
3																						
4																						
5																						
6																						
7	Leave Type																					
8																						
9																						
10																						
11																						
12																						