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.

	Sunday, January 25			Monday, January 26			Tuesday, January 27			Wednesday, January 28			Thursday, January 29			Friday, January 30			Saturday, January 31		
Time Reporting * Code	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
Leave Type																					
	Code	Time Reporting * Code Start	Time Reporting * Code Start Stop	Time Reporting * Code Start Stop Quantity	Time Reporting * Code Start Stop Quantity Start	Time Reporting * Code Start Stop Quantity Start Stop	Time Reporting * Code Start Stop Quantity Start Stop Quantity	Time Reporting * Code Start Stop Quantity Start Stop Quantity Start Stop Quantity Start Stop Quantity Start	Time Reporting * Code Start Stop Quantity Start Stop Quantity Start Stop	Time Reporting * Code Start Stop Quantity Start Stop Quantity Start Stop Quantity Output Description: Outp	Time Reporting * Code Start Stop Quantity Start Stop Quantity Start Stop Quantity Start Ode Start Stop Start	Time Reporting * Code Start Stop Quantity Start Stop Quantity Start Stop Quantity Start Stop Start Start Start Stop Start Start Start Stop Start Start Start Start Start Start Start Start St	Time Reporting * Code Start Stop Quantity Start Stop Start Start Stop Start Stop Start Stop Start Start Stop Start Stop Start Stop Start Stop Start Stop Start Start Stop Start Start Start Start Stop Start Start Start Start Start Start Stop Start S	Time Reporting * Code Start Stop Quantity Sta	Time Reporting * Code Start Stop Quantity Sta	Time Reporting * Code Start Stop Quantity Start Stop Start Start Stop Start Stop Start Start Start Stop Start	Time Reporting * Code Start Stop Quantity Start Start Stop Quantity Start Stop Quantity Start Stop Quantity Start Start Stop Quantity Start Stop Quantity Start S	Time Reporting * Code Start Stop Quantity Start Stop Quantity	Time Reporting * Code Start Stop Quantity Start Stop Start Start Stop Start Stop Start Stop Start Start Stop Start Start Stop Start Start Stop Start Stop Start Start Start Stop Start	Time Reporting * Code Start Stop Quantity Start Stop Quantity	Time Reporting * Code Start Stop Quantity Start Stop Quantity

2/1/26 – 2/7/26			Sunday, February 1			Monday, February 2			Tuesday, February 3			Wednesday, February 4			Thursday, February 5			Friday, February 6			Saturday, February 7		
Assignine Numb	nι _∗ Tin	me Reporting *	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																							
			1																				1