## Non-Exempt, Non-Exempt—FOP, Hourly/Student Employee Time Card Suggested Template for PP26-08: 10/5/25 through 10/18/25

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 10/27/25.

10/5/25 – 10/18/25		Sunday, October 5		Monday, October 6			Tuesday, October 7			Wednesday, October 8			Thursday, October 9			Friday, October 10			Saturday, October 11			
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
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10/5/25 – 10/18/25		Sunday, October 12			Monday, October 13			Tuesday, October 14			Wednesday, October 15			Thursday, October 16			Friday, October 17			Saturday, October 18		
Assignment * Number	Time Reporting *	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
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