

Non-Exempt, Non-Exempt-FOP, Hourly/Student Employee Time Card Suggested Template for PP26-09: 10/19/25 through 11/1/25

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.

10/19/25 – 11/1/25		Sunday, October 19			Monday, October 20			Tuesday, October 21			Wednesday, October 22			Thursday, October 23			Friday, October 24			Saturday, October 25		
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																						
3																						
4																						
5																						
6																						
7	Leave Type																					
8																						
9																						
10																						
11																						
12																						

[illegible]