

Use the “Working schedule template” to schedule your employees' work shifts weekly for the entire calendar year. Our template also allows you to use coefficients to the cost of wages.

The primary setting of the template is the definition of the target year for which you plan using the template. Depending on this, the dates for all weeks are automatically set across the entire table, taking into account the correct days of the week.

To do this, enter the year in the specified field; by default, the value is set to 2022.

<b>Year:</b>	<b>2022</b>
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The template contains 53 similar mini-tables for the number of weeks in a calendar year. By default, they are all grouped for ease of use; it looks like a list of weeks with dates:

WEEK #3	DATE:	01/10/22	01/11/22	01/12/22	01/13/22	01/14/22	01/15/22	01/16/22
WEEK #4	DATE:	01/17/22	01/18/22	01/19/22	01/20/22	01/21/22	01/22/22	01/23/22
WEEK #5	DATE:	01/24/22	01/25/22	01/26/22	01/27/22	01/28/22	01/29/22	01/30/22
WEEK #6	DATE:	01/31/22	02/01/22	02/02/22	02/03/22	02/04/22	02/05/22	02/06/22
WEEK #7	DATE:	02/07/22	02/08/22	02/09/22	02/10/22	02/11/22	02/12/22	02/13/22

To open the working field of a specific week, you need to click on the “+” sign to the left of the name of each line and, similarly, by clicking on the “-” sign, group the mini-table back.

53	
54	WEEK #3
77	
78	WEEK #4
101	

At the top of the table is the “keyword” of the coefficients applied to the table - “day off”, “holiday”, “night time”, “overtime”. Each of them has its color. They may be applied to employees' shifts, increasing hourly rate costs, or not being used.

<b>D</b>	<i>day off</i>	<b>H</b>	<i>holiday</i>	<b>N</b>	<i>night time</i>	<b>O</b>	<i>overtime</i>
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By default, the working field of each week contains 20 lines for 20 employees; you can customize the table to suit your needs. You need to delete/ add the required number of lines to do this. When adding new lines, it is essential to copy the formulas from the previous rows to the new ones to correct the calculations.

WEEK #1			DATE:		01/01/2022					02.01.22		TOTALS						
EMPLOYEE NAME	TASK	HOURLY RATE	PAY	coef.	MONDAY	coef.	TUESDAY	coef.	WEDNESDAY	coef.	THURSDAY	coef.	FRIDAY	coef.	SATURDAY	coef.	SUNDAY	TOTALS

At the top of each mini-table are the current week number in the calendar year, the days of the week, and the corresponding dates.

- In the column "EMPLOYEE NAME" you must enter a list of your employees;
- In the "TASK" column for the relevant employees, enter the name of the position where they work on a shift or the task that is assigned to them on this shift;
- In the "HOURLY RATE" column, enter the standard hourly pay rate for each employee;
- In the column "PAY" do not make any changes; it contains a formula that automatically calculates the cost of wages per week for each of the employees;

To do this, on the corresponding days of the week for each employee, enter the number of working hours that the employee performed for each day.

- The column "TOTALS" automatically summarizes the number of working hours of each employee per week;
- To the left of each day of the week name, there is a column with coefficients that can be selected from the drop-down list. Their values can be determined by consulting the keyword above.

coef.	MONDAY
	8
0	10
D	8
H	7
N	5
O	12

If you have not selected any coefficients - the cost of wages will be calculated at the standard rate; if you choose any coefficient - it will be considered in the calculation.

An example of a filled table looks like this:

WEEK #1		DATE:		01/01/2022		02.01.22		TOTALS											
EMPLOYEE NAME	TASK	HOURLY RATE	PAY	coef.	MONDAY	coef.	TUESDAY	coef.	WEDNESDAY	coef.	THURSDAY	coef.	FRIDAY	coef.	SATURDAY	coef.	SUNDAY	TOTALS	
Employee 1	Task 1	\$10	\$640		8		7		8		8		8		D	5	H	5	49
Employee 2	Task 2	\$5	\$1,010	0	10	0	10	0	10	N	10		10		10		H	10	70
Employee 3	Task 3	\$10	\$560		8		8		8		8		8		D	8			48
Employee 4	Task 4	\$7	\$490		7		7		7		7		7		0	7			42
Employee 5	Task 5	\$9	\$590								8		8		0	10	H	10	36
Employee 6	Task 6	\$6	\$530		5		8		10		12		12		N	12			47
Employee 7	Task 7	\$15	\$960		12		12		12		12		12				H	12	72
Employee 8	Task 8	\$20	\$440	0	10		8		8		8		8						42
Employee 9	Task 9	\$15	\$750					N	10		10		10		10		H	10	50
Employee 10	Task 10	\$30	\$400		8		8		8		8		8						40

To change or "program" your coefficients - go to the "Coefficients" tab.

There is such a table; you can change its values, delete unnecessary ones, and add additional coefficients.

Sign	Meaning	Coefficient
D	day off	2.0
H	holiday	3.0
N	night time	1.5
O	overtime	1.2