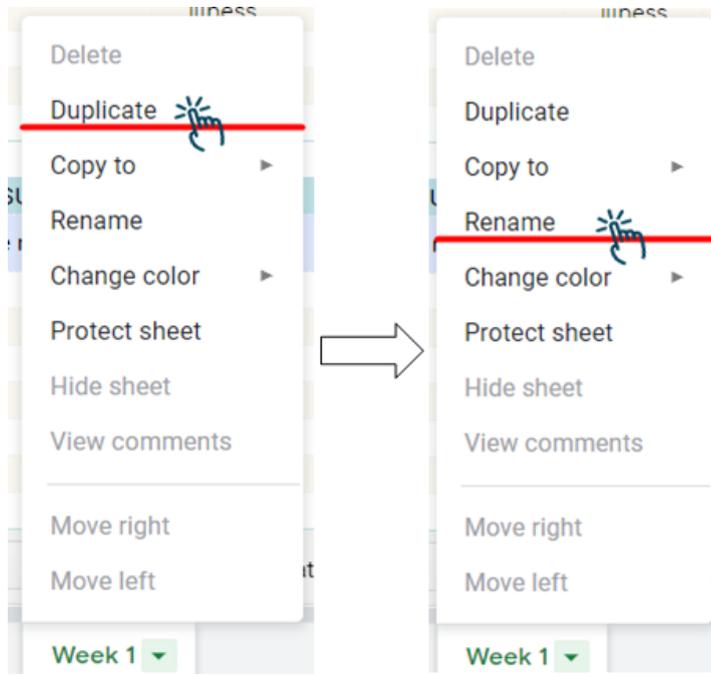


Use the “Employee shift schedule template” to create a schedule for your employees and calculate their number of working hours.

One worksheet is designed for 1 work week (Monday through Sunday). To create a schedule for the next week - create a duplicate worksheet and rename it.



The worksheet has several main settings:

Week beginning:	<input type="text"/>
Dept:	<input type="text"/>

Start of the working day	<input type="text"/>
End of the working day	<input type="text"/>

- “Week beginning” - Monday date of target week for schedule;
- “Dept” - the name of the unit or department for whose employees you are making a shift schedule;
- “Start of the working day” - beginning of the working day, choose the time you need from the proposed with a step of 1 hour in the drop-down list;
- “End of the working day” - end of the working day, choose the time you need from the proposed with a step of 1 hour in the drop-down list.

Below are tables of employee schedules for each day of the week.

MON		27.09.2021					
Employee name	OFF	Total	8:00	9:00	10:00	11:00	12:00
Name 1							
Name 2							
Name 3							
Name 4							
Name 5							
Name 6							
Name 7							

The date cell will display the corresponding values of the working week dates, depending on the original start date entered in the cell "Week beginning".

In the "Employee name" column, enter the names of your employees. The original template provides 7 lines; you can add or remove lines to get the required number. To add, you need to insert the required number of rows, copy the entire row of the original table, and paste them into new rows to save the formatting and the necessary formulas.

In the "OFF" column, put a check in front of the employee's name on the day he is absent: due to illness, took a day off, or is on vacation.

In the columns named by the time, put marks, starting from when the employee is assigned to a shift until the end of his shift. For example, filling out the schedule of an employee working from AM 9 to PM 2 looks like this:

Employee name	OFF	Total	8:00	9:00	10:00	11:00	12:00	13:00	14:00
Name 1		5		Kitchen	Kitchen	Kitchen	Kitchen	Kitchen	Kitchen

In the "Total" column, the total value of each employee's number of working hours is automatically calculated.

Completed employee shift schedule for Monday, for example:

MON		27.09.2021										
Employee name	OFF	Total	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Name 1		5		Kitchen	Kitchen	Kitchen	Kitchen	Kitchen	Kitchen			
Name 2		5				Kitchen	Kitchen	Kitchen	Kitchen	Kitchen	Kitchen	
Name 3		4	Kitchen	Kitchen	Kitchen	Kitchen	Kitchen					
Name 4	illness											
Name 5		3										
Name 6	vacation											
Name 7		6		Kitchen								

Fill in all other workdays in the same way.

Important! If you have already set the start and end times of the working day and filled the tables with data, do not change the specified time on this tab because the data will not remain time-bound and must be transferred manually.