Use the **"Employee schedule template"** to schedule your employees' work shifts weekly for the entire calendar year, considering breaks.

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, select the desired value from the drop-down list in the specified field; by default, the value is set to 2022.

Year:	2022
	2022
Week #1	2023
Date:	2024
	2025
Employee name	2026

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.

	43	Week #3	
	44	Date:	01/10/22
	2		
	63	Week #4	
+	64	Date:	01/17/22
	82		

By default, the working field of each week contains 15 lines for 15 employees; you can customize the table to suit your needs. You need to delete/ add the required number of lines to do this. It is essential to copy the formulas from the previous rows to the new ones to correct the calculations when adding new lines.

Week #1														
Date:										01/01/2022		01/02/22		
Employee name	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		**Lunch break**	**Number of working hours**
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End		

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;

- The table contains columns for each day of the week, which in turn are divided into 2 columns: **"Start"** and **"End"**. From the drop-down list, you must select each employee's appropriate start and end times in these columns. Therefore, it is necessary to complete every working day. The drop-down list suggests the time in 1-hour increments. If there is no time suitable for you, you can enter the time that suits you in the cell.

Monday	
Start	**End**
8:00 AM ▾	5:00 PM ▾

- In the **"Lunch break"** column, you must indicate the total duration of breaks per week for each employee;

- The **"Number of working hours"** column automatically calculates the total working hours of employees minus breaks.

An example of a filled table looks like this:

Date:										01/01/2022		01/02/22			
Employee name	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		**Lunch break**	**Number of working hours**
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End		
Employee 1	8:00 AM	5:00 PM									8:00 AM	5:00 PM	9:00 AM	6:00 PM	01:00	24:00
Employee 2													6:00 AM	6:00 PM	00:30	11:30
Employee 3	8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM					01:00	40:00
Employee 4			9:00 AM	6:00 PM	9:00 AM	6:00 PM	9:00 AM	6:00 PM	9:00 AM	6:00 PM	9:00 AM	6:00 PM			01:00	40:00
Employee 5	6:00 AM	6:00 PM			6:00 AM	6:00 PM			6:00 AM	6:00 PM			6:00 AM	6:00 PM	01:30	42:00
Employee 6	8:00 AM	10:00 PM			7:00 AM	9:00 PM			7:00 AM	10:00 PM			8:00 AM	8:00 PM	02:00	47:00
Employee 7	9:00 AM	6:00 PM	9:00 AM	6:00 PM	9:00 AM	6:00 PM	9:00 AM	6:00 PM	9:00 AM	6:00 PM					01:00	40:00
Employee 8					8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM	01:00	40:00
Employee 9							6:00 AM	6:00 PM			6:00 AM	6:00 PM				24:00
Employee 10							7:00 AM	9:00 PM			6:00 AM	6:00 PM				26:00
Employee 11	6:00 AM	6:00 PM	6:00 AM	6:00 PM	6:00 AM	6:00 PM									0:30	34:30
Employee 12	7:00 AM	9:00 PM	7:00 AM	9:00 PM	7:00 AM	9:00 PM										42:00
Employee 13			9:00 AM	6:00 PM	9:00 AM	6:00 PM	9:00 AM	6:00 PM	9:00 AM	6:00 PM	9:00 AM	6:00 PM			01:00	40:00
Employee 14	8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM					01:30	37:30
Employee 15			8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM	8:00 AM	5:00 PM			01:30	37:30

Employee results TAB

The template also has a separate tab on which totals and statistics are calculated. Do not make any changes to this tab. This table contains 5 columns:

	Total working hours	**Amount of working weeks**	**Average per week**	**Average per month**

- In the first column, a list of all employees is automatically generated from the names you entered at least once on the previous tab. Important: check the correctness and uniformity of the spelling of the names of employees in separate tables by week, as well as the absence of errors and unnecessary characters to avoid duplication of employees in the final table;

- The column **"Total working hours"** will automatically display the total number of working hours per year for each employee;

- The column **"Amount of working weeks"** will automatically calculate the number of weeks per year that each employee has worked (the number of his mentions during the year);

- The column **"Average per week"** will automatically calculate the average working hours for the worked weeks;

- The column "Average per month" will automatically calculate the average working hours for the worked months.

An example of a filled table looks like this:

	Total working hours	Amount of working weeks	Average per week	Average per month
Employee 1	64:00	2	32:00	141:20
Employee 2	51:30	2	25:45	113:43
Employee 3	84:00	2	42:00	185:30
Employee 4	91:00	2	45:30	200:57
Employee 5	82:00	2	41:00	181:05
Employee 6	83:00	2	41:30	183:17