

Use the “Staff schedule template” to schedule your employees' work shifts weekly for the month.

The main settings of the template are defining the target year and month for which you plan to use the template. Depending on this, the dates are automatically set across the entire table, taking into account the correct days of the week.

To do this, enter the relevant value of the year and select the required value of the month from the drop-down list in the specified field; the default values are 2022 and January.

Year	2022	Month	January ▾
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The template contains 6 identical mini-tables by the number of partial weeks of the month.

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. It is essential to copy the formulas from the previous rows to the new ones to correct the calculations when adding new lines.

At the top of each mini-table are the days of the week and the corresponding dates.

EMPLOYEE NAME	1/3/2022		1/4/2022		1/5/2022		1/6/2022		1/7/2022		1/8/2022		1/9/2022		WORKING HOURS
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	

- 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: "IN" and "OUT." In these columns, you must specify the start and end time of the working day in the 24-hour format. Similarly, you need to fill in all the employees' working days.
- The "WORKING HOURS" column automatically calculates the total working hours of employees without considering breaks.

An example of a filled table looks like this:

EMPLOYEE NAME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		WORKING HOURS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Employee 1	8:00	18:00	9:00	15:00	7:00	19:00	12:00	18:00	15:00	22:00					41:00
Employee 2	7:15	18:30	10:10	18:00			10:15	17:15	8:00	15:00	10:05	20:00			43:00
Employee 3	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00					45:00
Employee 4			9:00	18:00	9:00	18:00	9:00	18:00	9:00	18:00	9:00	18:00			45:00
Employee 5	6:00	18:00			6:00	18:00			6:00	18:00			6:00	18:00	48:00
Employee 6	8:00	10:00 PM			7:00	9:00 PM			7:00	22:00			8:00	20:00	55:00
Employee 7	9:00	18:00	9:00	18:00	9:00	18:00	9:00	18:00	9:00	18:00					45:00
Employee 8					8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	8:00	17:00	45:00
Employee 9							6:00	18:00			6:00	18:00			24:00
Employee 10							7:00	21:00			6:00	18:00			26:00