

Employee Schedule

Name of Organization

			Week: 12-Mar-18						19-Mar-18						26-Mar-18						2-Apr-18									
			12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8
Day Shift		Days	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
Name of Employee 1	FTE	0																												
Name of Employee 2	FTE	1																X												
Name of Employee 3	FTE	0																												
Name of Employee 4	PT	0	PTO							PTO								PTO								PTO				
Name of Employee 5	PT	1	RO										RO	RO	RO	RO	RO	RO	RO	RO	RO	RO			X					
		0																												
		0																												
		0																												
		0																												
		0																												
Day Shift Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0
TOTAL Needed			5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
TOTAL Needed to be Filled			5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	5	4	5	5	5	5

			12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	
Night Shift			Days	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
Name of Employee 1	FTE	0																													
Name of Employee 2	FTE	0																													
Name of Employee 3	FTE	0																													
Name of Employee 4	PT	0	PTO							PTO								PTO								PTO					
Name of Employee 5	PT	0	RO										RO	RO	RO	RO	RO	RO	RO	RO	RO	RO	RO								