employee-schedule-template.xlsx - Microsoft Excel

Employee Schedule

Shift Schedule Schedule Template by Timesheets MTS Software

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Insert Company Name Here

Week Beginning 5/11/2015

Shift Name

Employee	Monday 11 May		Tuesday 12 May		Wednesday 13 May		Thursday 14 May		Friday 15 May		Saturday 16 May		Sunday 17 May		Total Hours
Bill Jones	SCK	SCK	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM					40.0
Wiliam Lopez	9:00 AM	5:00 PM					9:00 AM	5:00 PM							16.0
Lisa McHugh	9:00 AM	5:00 PM													8.0
Roger Miller			9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	11:00 AM	2:30 PM					27.5
Melissa Minh	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM									24.0
															0.0
															0.0
															0.0
															0.0
Target Hours	24.0		24.0		24.0		24.0		24.0		8.0		8.0		136.0
Actual Hours	**24.0**		**24.0**		**24.0**		**24.0**		**11.5**		**0.0**		**0.0**		**107.5**
Required to Fill	0.0		0.0		0.0		0.0		12.5		8.0		8.0		28.5
Employees Working	3		3		3		3		2		0		0		14

Employee Shift Schedule Settings
Ready 100%