

[INSERT COMPANY NAME HERE]

# EMPLOYEE SCHEDULE

## WEEK OF MON. APRIL 18 - SUN APRIL 24

### INSTRUCTIONS:

1. Change default employee numbers by going to the Employees Tab and replacing default employee numbers by entering your employee name in c
2. Add positions by going to the Positions Tab and entering corresponding positions.

Staff	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23
<b>Employee 1</b> <i>Position</i>	3:00 AM - 7:00 AM Manager		3:00 PM - 7:00 PM Manager			
<b>Employee 2</b> <i>Position</i>						
<b>Employee 3</b> <i>Position</i>		11:00 AM - 3:00 PM Supervisor		11:00 AM - 3:00 PM Supervisor		
<b>Employee 4</b> <i>Position</i>	3:00 AM - 7:00 AM Trainee		7:00 AM - 3:00 PM Trainee			
<b>Employee 5</b> <i>Position</i>	3:00 AM - 7:00 AM Assistant Manager					11:00 AM - 3:00 PM Assistant Manager
<b>Employee 6</b> <i>Position</i>		3:00 AM - 7:00 AM Trainee				
<b>Employee 7</b> <i>Position</i>	3:00 PM - 7:00 PM Manager	7:00 AM - 3:00 PM Manager		3:00 PM - 7:00 PM Manager		7:00 AM - 3:00 PM Manager
<b>Employee 8</b> <i>Position</i>	3:00 AM - 7:00 AM Sales Associate				7:00 AM - 3:00 PM Sales Associate	
<b>Employee 9</b> <i>Position</i>		3:00 AM - 7:00 AM Cashier	3:00 PM - 7:00 PM Cashier	3:00 PM - 7:00 PM Cashier		11:00 AM - 3:00 PM Cashier
<b>Employee 10</b> <i>Position</i>						