

## Weekly Work Schedule

Department \_\_\_\_\_

Use this template to schedule up to 20 employees' work schedules for a week.

The template can be used either electronically or on paper. The main body of the template is used to record the hours each employee will work. You can either enter the number of hours each person will work, or the start and end times.

**Book Ending** \_\_\_\_\_

### Employee and As

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Thu	Fri	Sat
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Fri
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Sat
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