

[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 corresponding text boxes.

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	Sun 24
Employee 1 Position	3:00 AM - 7:00 AM Manager		3:00 PM - 7:00 PM Manager				
Employee 2 Position							
Employee 3 Position		11:00 AM - 3:00 PM Supervisor		11:00 AM - 3:00 PM Supervisor			
Employee 4 Position	3:00 AM - 7:00 AM Trainee		7:00 AM - 3:00 PM Trainee				
Employee 5 Position	3:00 AM - 7:00 AM Assistant Manager					11:00 AM - 3:00 PM Assistant Manager	
Employee 6 Position		3:00 AM - 7:00 AM Trainee					
Employee 7 Position	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	
Employee 8 Position	3:00 AM - 7:00 AM Sales Associate				7:00 AM - 3:00 PM Sales Associate		
Employee 9 Position		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	
Employee 10 Position							
Employee 11 Position	3:00 AM - 7:00 AM Manager		3:00 PM - 7:00 PM Manager				
Employee 12 Position							
Employee 13 Position		11:00 AM - 3:00 PM Sales Associate		11:00 AM - 3:00 PM Sales Associate			
Employee 14 Position	3:00 AM - 7:00 AM Trainee		7:00 AM - 3:00 PM Trainee				
Employee 15 Position	3:00 AM - 7:00 AM Assistant Manager					11:00 AM - 3:00 PM Assistant Manager	