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Basic Employee Shift Schedule Template Example



Location	Main Store, 123 Elm Street
Manager	Lori Garcia
Start of Week	1/3/2033



If absent, please call: 000-000-0000 no later than 24 hours prior to the start of your shift.

		Mon 1/3/2033					Tue 1/4/2033					Wed 1/5/2033					Thu 1/6/2033					Fri 1/7/2033					Sat 1/8/2033					Sun 1/9/2033					
Role	Employee Name	Shift Start	Break	Lunch	Shift End	Hours	Shift Start	Break	Lunch	Shift End	Hours	Shift Start	Break	Lunch	Shift End	Hours	Shift Start	Break	Lunch	Shift End	Hours	Shift Start	Break	Lunch	Shift End	Hours	Shift Start	Break	Lunch	Shift End	Hours	Shift Start	Break	Lunch	Shift End	Hours	Total Hours per Employee
Opening Cashier	Karol	8:00 AM			5:00 PM	9:00:00				0:00:00	8:00 AM			6:00 PM	10:00:00				0:00:00	8:00 AM			6:00 PM	10:00:00	12:00 PM			10:00 PM	10:00:00	12:00 PM			10:00 PM	10:00:00	49:00:00		
Day Cashier	Maria	6:00 AM			8:00 AM	2:00:00	8:00 AM			6:00 PM	10:00:00	8:00 AM			6:00 PM	10:00:00				0:00:00				0:00:00	8:00 AM			6:00 PM	10:00:00	8:00 AM			6:00 PM	10:00:00	42:00:00		
Customer Service	Jules	8:00 AM			6:00 PM	10:00:00				0:00:00				0:00:00	8:00 AM			6:00 PM	10:00:00	8:00 AM			6:00 PM	10:00:00				0:00:00	8:00 AM			6:00 PM	10:00:00	40:00:00			
Customer Service	Phil	2:00 PM			3:00 PM	1:00:00	8:00 AM			6:00 PM	10:00:00				0:00:00	8:00 AM			6:00 PM	10:00:00				0:00:00				0:00:00				0:00:00	0:00:00	21:00:00			
Closing Cashier	Jax	8:00 AM			6:00 PM	10:00:00	8:00 AM			6:00 PM	10:00:00				0:00:00				0:00:00	12:00 PM			10:00 PM	10:00:00	8:00 AM			6:00 PM	10:00:00	8:00 AM			6:00 PM	10:00:00	50:00:00		
						0:00:00					0:00:00				0:00:00				0:00:00					0:00:00				0:00:00				0:00:00	0:00:00	0:00:00			
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