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Employee Shift Timetable Template Example

Try **smartsheet** for free

Date	Company Name	Department
Monday, 05/07/20XX	Positive Charge	Software Development

Shift 1: 8:00 AM - 3:00 PM

Time	Employee Name	Task
8:00 AM	Alexandra Mattson	Check and triage incoming emails.
9:00 AM	Alexandra Mattson	Review and update project documentation.
10:00 AM	Alexandra Mattson	Code review for new charging station software.
11:00 AM	Brian Gorman	Develop new user interface features.
12:00 PM	Brian Gorman	Test and debug charging algorithms.
1:00 PM	Brian Gorman	Collaborate on API integration.
2:00 PM	Fiorella Fitzgerald	Prepare deployment scripts for upcoming release.
3:00 PM	Fiorella Fitzgerald	Monitor system performance and report issues.

Shift 2: 4:00 PM - 11:00 PM

Time	Employee Name	Task
4:00 PM	Kiran Gupta	Update cybersecurity protocols for charging systems.
5:00 PM	Kiran Gupta	Code review and merge pull requests.
6:00 PM	Kiran Gupta	Analyze user feedback for software improvements.
7:00 PM	Raghu Prakash	Optimize database queries for faster performance.
8:00 PM	Raghu Prakash	Implement new payment gateway integration.
9:00 PM	Raghu Prakash	Conduct stress testing on server infrastructure.
10:00 PM	Olivia Carter	Prepare end-of-day summary report.
11:00 PM	Olivia Carter	Review codebase for potential security vulnerabilities.

Shift 3: 12:00 AM - 7:00 AM

Time	Employee Name	Task
12:00 AM	Petrus Nishimura	Monitor overnight system performance.
1:00 AM	Petrus Nishimura	Perform routine system backups.
2:00 AM	Petrus Nishimura	Document any overnight incidents.
3:00 AM	Jason Desjardins	Update and maintain backend services.
4:00 AM	Jason Desjardins	Deploy software patches as needed.
5:00 AM	Jason Desjardins	Conduct quality assurance on overnight tasks.
6:00 AM	Tamika Marshall	Prepare shift handover report.
7:00 AM	Tamika Marshall	Ensure all systems are running smoothly for Shift 1.

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Employee Shift Timetable Template

Date	Company Name	Department
Monday, 05/07/20XX		

Shift 1: 8:00 AM - 3:00 PM

Time	Employee Name	Task
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		

Shift 2: 4:00 PM - 11:00 PM

Time	Employee Name	Task
4:00 PM		
5:00 PM		
6:00 PM		
7:00 PM		
8:00 PM		
9:00 PM		
10:00 PM		
11:00 PM		

Shift 3: 12:00 AM - 7:00 AM

Time	Employee Name	Task
12:00 AM		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		
7:00 AM		