

Wednesday			Thursday			Friday			Saturday			Sunday			Monday			Tuesday						
Start	End	Hrs	Name	Start	End	Hrs	Name	Start	End	Hrs	Name	Start	End	Hrs	Name	Start	End	Hrs	Name	Start	End	Hrs	Name	
In-Shoppers Schedule																								
Day Shift																								
11:00 A	1:30 P	2.5	Joseph	11:00 A	1:30 P	2.5	Chelsea	11:00 A	1:30 P	2.5	Chelsea	11:00 A	1:30 P	2.5	Kiyah	11:00 A	1:30 P	2.5	Joseph	11:00 A	1:30 P	2.5	Chelsea	
4:00 P	7:00 P	3	Kiyah	4:00 P	7:00 P	3	Grace	4:00 P	7:00 P	3	Megan K	4:00 P	7:00 P	3	Joseph	4:00 P	7:00 P	3	Joseph	4:00 P	7:00 P	3	Grace	
8:00 A	6:00 P	10	Joseph	8:00 A	6:00 P	10	Joseph	8:00 A	6:00 P	10	Joseph	8:00 A	6:00 P	10	Joseph	8:00 A	6:00 P	10	Joseph	8:00 A	6:00 P	10	Joseph	
11:00 A	7:30 P	8.5	Billy	11:00 A	7:30 P	8.5	Billy	11:00 A	7:30 P	8.5	Taylor	11:00 A	7:30 P	8.5	Taylor	11:00 A	7:30 P	8.5	Chase	11:00 A	7:30 P	8.5	Billy	
Evening Shift																								
10:00 A	1:00 P	3	Amar	10:00 A	1:00 P	3	Amar	10:00 A	1:00 P	3	Chase	10:00 A	1:00 P	3	Steven	10:00 A	1:00 P	3	Amar	10:00 A	1:00 P	3	Amar	
11:00 A	2:00 P	3	Amar	11:00 A	2:00 P	3	Amar	11:00 A	2:00 P	3	Adrian	11:00 A	2:00 P	3	Adrian	11:00 A	2:00 P	3	Adrian	11:00 A	2:00 P	3	Adrian	
3:00 P	7:30 P	4.5	Steven	3:00 P	7:30 P	4.5	Jonathan	3:00 P	7:30 P	4.5	Adrian	3:00 P	7:30 P	4.5	Jonathan	3:00 P	7:30 P	4.5	Amar	3:00 P	7:30 P	4.5	Steven	
Assistant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2nd assist	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
PTC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Shipping	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Driver	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Day Total		29.5			29.5				29.5				29.5				38				40			225.5

1. Set up each employee on Employee tab - this must be
2. set for the correct job. Enter the Start time and End time
3. Repeat for each time
4. Enter an employee name, click the cell and then click F5
5. Hours for the day will total at the bottom

6. Enter estimated liability rates and OMT on Employee tab
7. Payroll as a percentage of liability rates will be calculated