Weekly employee schedule

Week starting: _____ Location: _____ Manager: _____

Employee	Role	Mon in / out	Tue in / out	Wed in / out	Thu in / out	Fri in / out	Sat in / out	Sun in / out	Breaks	Total hours

Write each shift as in / out times, for example 9:00a / 5:30p. Total hours = time worked minus unpaid meal breaks.

Free template from workzenly.com