

Instructions for using this form:

1. In **row 2**, fill in the start and end of the work week period, as well as the date the schedule is posted in the **grey fields**.
2. In **row 3**, fill in the date for each day of work covered on the schedule.
3. In **column A**, fill in each employee's name or employee ID number in the **white fields**.
4. Each page of the template has room for 10 employees and allows for week-long schedules. If you need to schedule more employees or longer time frames, simply print out more than one page of the template to provide more space.
5. Alternatively, if using the electronic version, simply fill out the subsequent pages to provide for additional employees or dates.
6. If you wish to schedule more than one shift for an individual employee on the same day, simply list them twice on the schedule. See the example schedule template for an illustration.
7. For each employee shift, fill in the start time, end time, and whether the shift is a regular or on-call shift. See the example schedule template for an illustration.