**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12231&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Employee+Shift+Schedule-word-12231&lpa=Basic+Employee+Shift+Schedule+word+12231)Basic Employee Shift Schedule Template Example**

|  |  |  |  |  |  |  |  |  |  |  |
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| **Location** | Main Store, 123 Elm Street |  |  |  |  |  |  |  |  |  |
| **Manager** | Lori Garcia |  |  |  |  | YOUR LOGO HERE | | | | |
| **Start of Week** | **1/3/2033** |  | | | |  |  |  |  |  |

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| **If absent, please call:  000-000-0000 no later than 24 hours prior to the start of your shift.** | | Mon | | | | | | Tue | | | | | | Wed | | | | | | Thu | | | | | | Fri | | | | | | Sat | | | | | | Sun | | | | |  |
| 1/3/2033 | | | | | | 1/4/2033 | | | | | | 1/5/2033 | | | | | | 1/6/2033 | | | | | | 1/7/2033 | | | | | | 1/8/2033 | | | | | | 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** | **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** | **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** | **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** | **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** | **50:00:00** |
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**Basic Employee Shift Schedule Template**

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| **Location** |  |  |  |  |  |  |  |  |  |  |
| **Manager** |  |  |  |  |  | YOUR LOGO HERE | | | | |
| **Start of Week** |  |  | | | |  |  |  |  |  |

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| **If absent, please call:  000-000-0000 no later than 24 hours prior to the start of your shift.** | | Mon | | | | | | Tue | | | | | | Wed | | | | | | Thu | | | | | | Fri | | | | | | Sat | | | | | | Sun | | | | |  |
| MM/DD/YY | | | | | | MM/DD/YY | | | | | | MM/DD/YY | | | | | | MM/DD/YY | | | | | | MM/DD/YY | | | | | | MM/DD/YY | | | | | | MM/DD/YY | | | | |  |
| **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** |
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