**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12209&utm_source=template-word&utm_medium=content&utm_campaign=Bi-Weekly+Work+Schedule-word-12209&lpa=Bi-Weekly+Work+Schedule+word+12209)Microsoft Word Bi-Weekly Work Schedule Template**

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| --- | --- |
| Weeks Beginning | MM/DD/YY and MM/DD/YY |
| Company/Organization |  |
| Department |  |
| Manager/Supervisor |  |

Weekly Work Schedule for Week of MM/DD/YY

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| **Employee Name** | **ID** | **Shift** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **SUN** | **Notes** |
| **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** |
| Name | 002 |  |  |  |  |  |  |  |  |  |
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Weekly Work Schedule for Week of MM/DD/YY

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| **Employee Name** | **ID** | **Shift** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **SUN** | **Notes** |
| **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** |
| Name | 002 |  |  |  |  |  |  |  |  |  |
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