**[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=Employee+Shift+Schedule-word-12209&lpa=Employee+Shift+Schedule+word+12209)Microsoft Word Employee Shift   
Schedule Template**

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| Week Beginning | MM/DD/YY |
| Company | Name |
| Department |  |

Shift Schedule

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| **Shift 1** – Monday MM/DD/YY | | | | | | | | |
| Employee Name | 8AM | 9AM | 10AM | 11AM | 12PM | 1PM | 2PM | 3PM |
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| **Shift 2** – Monday MM/DD/YY | | | | | | | | |
| Employee Name | 4PM | 5PM | 6PM | 7PM | 8PM | 9PM | 10PM | 11PM |
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| **Shift 3** – Tuesday MM/DD/YY | | | | | | | | |
| Employee Name | 12AM | 1AM | 2AM | 3AM | 4AM | 5AM | 6AM | 7AM |
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| **Shift 1** – Tuesday MM/DD/YY | | | | | | | | |
| Employee Name | 8AM | 9AM | 10AM | 11AM | 12PM | 1PM | 2PM | 3PM |
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| **Shift 2** – Tuesday MM/DD/YY | | | | | | | | | |
| Employee Name | | 4PM | 5PM | 6PM | 7PM | 8PM | 9PM | 10PM | 11PM |
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| **Shift 3** – Wednesday MM/DD/YY | | | | | | | | | |
| Employee Name | | 12AM | 1AM | 2AM | 3AM | 4AM | 5AM | 6AM | 7AM |
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| **Shift 1** – Wednesday MM/DD/YY | | | | | | | | | |
| Employee Name | | 8AM | 9AM | 10AM | 11AM | 12PM | 1PM | 2PM | 3PM |
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| **Shift 2** – Wednesday MM/DD/YY | | | | | | | | | |
| Employee Name | | 4PM | 5PM | 6PM | 7PM | 8PM | 9PM | 10PM | 11PM |
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| **Shift 3** – Thursday MM/DD/YY | | | | | | | | | |
| Employee Name | | 12AM | 1AM | 2AM | 3AM | 4AM | 5AM | 6AM | 7AM |
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| **Shift 1** – Thursday MM/DD/YY | | | | | | | | |
| Employee Name | 8AM | 9AM | 10AM | 11AM | 12PM | 1PM | 2PM | 3PM |
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| **Shift 2** – Thursday MM/DD/YY | | | | | | | | |
| Employee Name | 4PM | 5PM | 6PM | 7PM | 8PM | 9PM | 10PM | 11PM |
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| **Shift 3** – Friday MM/DD/YY | | | | | | | | |
| Employee Name | 12AM | 1AM | 2AM | 3AM | 4AM | 5AM | 6AM | 7AM |
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| **Shift 1** – Friday MM/DD/YY | | | | | | | | |
| Employee Name | 8AM | 9AM | 10AM | 11AM | 12PM | 1PM | 2PM | 3PM |
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| **Shift 2** – Friday MM/DD/YY | | | | | | | | |
| Employee Name | 4PM | 5PM | 6PM | 7PM | 8PM | 9PM | 10PM | 11PM |
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