

Employee Weekly Staff Roster Template – Example



Department Name	Week Start Date	Week Number	Employees Scheduled	Scheduler	Weekly Total Hours	Weekly Total Pay
Research and Development	Sunday, January 2, 20XX	1	16	Diana Kennedy	568	\$26,855.48

Employee Name	ID	Role	Hourly Rate	Shift	Sunday			Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Total Hours	Total Pay		
					01/02/20XX			01/03/20XX			01/04/20XX			01/05/20XX			01/06/20XX			01/07/20XX			01/08/20XX						
					Start Time	End Time	Hours Paid	Start Time	End Time	Hours Paid	Start Time	End Time	Hours Paid	Start Time	End Time	Hours Paid	Start Time	End Time	Hours Paid	Start Time	End Time	Hours Paid	Start Time	End Time	Hours Paid			Start Time	End Time
Alexandra Mattson	E1001	Lab Tech 1	\$45.00	Shift	Off – Unpaid			Day Shift – FT			Day Shift – FT			Day Shift – FT			Day Shift – FT			Off – Paid FT			Off – Unpaid			40	\$1,800.00		
				Hours	-	-	-	9:00 AM	5:30 PM	8	9:00 AM	5:30 PM	8	9:00 AM	5:30 PM	8	9:00 AM	5:30 PM	8	-	-	8	-	-	-				
Aviv Perez	E1002	Lab Tech 2	\$50.00	Shift	Off – Unpaid			Day Shift – PT2			Day Shift – PT1			Day Shift – PT1			Early Shift – PT1			Early Shift – PT2			Off – Unpaid			20	\$1,000.00		
				Hours	-	-	-	11:00 AM	3:00 PM	4	9:00 AM	1:00 PM	4	9:00 AM	1:00 PM	4	5:00 AM	9:00 AM	4	7:00 AM	11:00 AM	4	-	-	-				
Brian Gorman	E1003	Lab Tech 3	\$60.00	Shift	Off – Unpaid			Afternoon Shift – FT			Afternoon Shift – FT			Afternoon Shift – FT			Afternoon Shift – FT			Afternoon Shift – FT			Off – Unpaid			40	\$2,400.00		
				Hours	-	-	-	1:00 PM	9:30 PM	8	1:00 PM	9:30 PM	8	1:00 PM	9:30 PM	8	1:00 PM	9:30 PM	8	1:00 PM	9:30 PM	8	-	-	-				
Diana Kennedy	E1004	Research 3	\$25.50	Shift	Early Shift – FT			Early Shift – FT			Early Shift – FT			Early Shift – FT			Early Shift – FT			Off – Unpaid			Off – Unpaid			40	\$1,020.00		
				Hours	5:00 AM	1:30 PM	8	5:00 AM	1:30 PM	8	5:00 AM	1:30 PM	8	5:00 AM	1:30 PM	8	5:00 AM	1:30 PM	8	-	-	-	-	-	-				
Carmen Robertson	E1005	Research 2	\$37.25	Shift	Afternoon Shift – FT			Afternoon Shift – FT			Afternoon Shift – FT			Off – Unpaid			Off – Unpaid			Afternoon Shift – FT			Afternoon Shift – FT			40	\$1,490.00		
				Hours	1:00 PM	9:30 PM	8	1:00 PM	9:30 PM	8	1:00 PM	9:30 PM	8	-	-	-	-	-	-	1:00 PM	9:30 PM	8	1:00 PM	9:30 PM	8				
Everett Crosse	E1006	Research 1	\$45.26	Shift	Evening Shift – FT			Evening Shift – FT			Evening Shift – FT			Evening Shift – FT			Evening Shift – FT			Off – Unpaid			Off – Unpaid			40	\$1,810.40		
				Hours	5:00 PM	1:30 AM	8	5:00 PM	1:30 AM	8	5:00 PM	1:30 AM	8	5:00 PM	1:30 AM	8	5:00 PM	1:30 AM	8	-	-	-	-	-	-				
Jason Desjardins	E1007	Engineer 1	\$52.98	Shift	Night Shift – FT			Night Shift – FT			Night Shift – FT			Night Shift – FT			Night Shift – FT			Off – Unpaid			Off – Unpaid			40	\$2,119.20		
				Hours	9:00 PM	5:30 AM	8	9:00 PM	5:30 AM	8	9:00 PM	5:30 AM	8	9:00 PM	5:30 AM	8	9:00 PM	5:30 AM	8	-	-	-	-	-	-				
Jamal King	E1008	Engineer 1	\$54.74	Shift	Off – Unpaid			Late Night Shift – FT			Late Night Shift – FT			Late Night Shift – FT			Late Night Shift – FT			Late Night Shift – FT			Off – Unpaid			40	\$2,189.60		
				Hours	-	-	-	1:00 AM	9:30 AM	8	1:00 AM	9:30 AM	8	1:00 AM	9:30 AM	8	1:00 AM	9:30 AM	8	1:00 AM	9:30 AM	8	1:00 AM	9:30 AM	8	-	-	-	
Leigh Gibbs	E1009	Engineer 2	\$47.52	Shift	Day Shift – PT1			Day Shift – PT1			Off – Unpaid			Off – Unpaid			Day Shift – PT1			Day Shift – PT1			Day Shift – PT2			20	\$950.40		
				Hours	9:00 AM	1:00 PM	4	9:00 AM	1:00 PM	4	-	-	-	-	-	-	9:00 AM	1:00 PM	4	9:00 AM	1:00 PM	4	11:00 AM	3:00 PM	4				
Makara McLean	E1010	Engineer 3	\$27.26	Shift	Late Night Shift – FT			Late Night Shift – FT			Late Night Shift – FT			Late Night Shift – FT			Late Night Shift – FT			Off – Unpaid			Off – Unpaid			40	\$1,090.40		
				Hours	1:00 AM	9:30 AM	8	1:00 AM	9:30 AM	8	1:00 AM	9:30 AM	8	1:00 AM	9:30 AM	8	1:00 AM	9:30 AM	8	1:00 AM	9:30 AM	8	-	-	-	-	-	-	
Kiran Gupta	E1011	Research 2	\$32.06	Shift	Off – Unpaid			Evening Shift – FT			Evening Shift – FT			Evening Shift – FT			Evening Shift – FT			Evening Shift – FT			Off – Unpaid			40	\$1,282.40		
				Hours	-	-	-	5:00 PM	1:30 AM	8	5:00 PM	1:30 AM	8	5:00 PM	1:30 AM	8	5:00 PM	1:30 AM	8	5:00 PM	1:30 AM	8	5:00 PM	1:30 AM	8	-	-	-	
Krista Ahmed	E1012	Research 1	\$44.82	Shift	Afternoon Shift – FT			Afternoon Shift – FT			Afternoon Shift – FT			Off – Unpaid			Off – Unpaid			Afternoon Shift – FT			Afternoon Shift – FT			40	\$1,792.80		
				Hours	1:00 PM	9:30 PM	8	1:00 PM	9:30 PM	8	1:00 PM	9:30 PM	8	-	-	-	-	-	-	1:00 PM	9:30 PM	8	1:00 PM	9:30 PM	8				
Marta Hicks	E1013	Engineer 1	\$70.66	Shift	Night Shift – PT2			Late Night Shift – PT2			Late Night Shift – PT2			Night Shift – PT2			Night Shift – PT2			Night Shift – PT2			Night Shift – PT2			28	\$1,978.48		
				Hours	11:00 PM	3:00 AM	4	3:00 AM	7:00 AM	4	3:00 AM	7:00 AM	4	11:00 PM	3:00 AM	4	11:00 PM	3:00 AM	4	11:00 PM	3:00 AM	4	11:00 PM	3:00 AM	4				
Petrus Nishimura	E1014	Engineer 2	\$66.59	Shift	Night Shift – PT1			Late Night Shift – PT1			Off – Unpaid			Late Night Shift – FT			Night Shift – FT			Night Shift – FT			Late Night Shift – FT			40	\$2,663.60		
				Hours	9:00 PM	1:00 AM	4	1:00 AM	4:00 AM	4	-	-	-	1:00 AM	9:30 AM	8	9:00 PM	5:30 AM	8	9:00 PM	5:30 AM	8	1:00 AM	9:30 AM	8				
Romy Bailey	E1015	Engineer 1	\$73.51	Shift	Early Shift – PT1			Evening Shift – PT1			Evening Shift – PT1			Evening Shift – PT1			Off – Paid PT			Off – Unpaid			Off – Unpaid			20	\$1,470.20		
				Hours	5:00 AM	9:00 AM	4	5:00 PM	9:00 PM	4	5:00 PM	9:00 PM	4	5:00 PM	9:00 PM	4	-	-	4	-	-	-	-	-	-				
Tamika Marshall	E1016	Research 1	\$44.95	Shift	Off – Unpaid			Day Shift – FT			Off – Paid FT			Off – Paid FT			Off – Paid FT			Off – Paid FT			Off – Unpaid			40	\$1,798.00		
				Hours	-	-	-	9:00 AM	5:30 PM	8	-	-	8	-	-	8	-	-	8	-	-	8	-	-	-				
Department Totals				16																								568	\$26,855.48

Employee Weekly Staff Roster Template

Department Name	Week Start Date	Week Number	Employees Scheduled	Scheduler	Weekly Total Hours	Weekly Total Pay

Employee Name	ID	Role	Hourly Rate	Shift	Day 1			Day 2			Day 3			Day 4			Day 5			Total Hours	Total Pay			
					Start Time	End Time	Hours Paid	Start Time	End Time	Hours Paid	Start Time	End Time	Hours Paid	Start Time	End Time	Hours Paid	Start Time	End Time	Hours Paid					
				Shift																				
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Department Totals																								

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