

>>>Select the type of shift in the dropdown:    I            II            III            Split  
 >>>Type X if scheduled to work

|  |  |
|--|--|
| Define time for first shift<br>(e.g. 7 am.- 3 pm):               |  |
| Define time for second shift<br>(e.g. 3 am.- 11 pm):             |  |
| Define time for third shift<br>(e.g. 11 pm.- 7 am):              |  |
| Define time for split shift<br>(e.g. 5 am.- 9 am + 2 pm - 7 pm): |  |

|                          |  |     |  |
|--------------------------|--|-----|--|
| Weekly date range, from: |  | to: |  |
|--------------------------|--|-----|--|

|   |  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | STATISTICS:<br>Days |        |       |       |
|---|--|--------|---------|-----------|----------|--------|----------|--------|---------------------|--------|-------|-------|
| [Employee name]   |  |        |         |           |          |        |          |        | 0                   |        |       |       |
| Type of shift   |  |        |         |           |          |        |          |        | First               | Second | Third | Split |
|   |  |        |         |           |          |        |          |        | 0                   | 0      | 0     | 0     |
| Notes about the employee shifts/schedules/overtime/tasks: |  |        |         |           |          |        |          |        |                     |        |       |       |
| [Employee name]   |  |        |         |           |          |        |          |        | 0                   |        |       |       |
| Type of shift   |  |        |         |           |          |        |          |        | First               | Second | Third | Split |
|   |  |        |         |           |          |        |          |        | 0                   | 0      | 0     | 0     |
| Notes about the employee shifts/schedules/overtime/tasks: |  |        |         |           |          |        |          |        |                     |        |       |       |
| [Employee name]   |  |        |         |           |          |        |          |        | 0                   |        |       |       |
| Type of shift   |  |        |         |           |          |        |          |        | First               | Second | Third | Split |
|   |  |        |         |           |          |        |          |        | 0                   | 0      | 0     | 0     |
| Notes about the employee shifts/schedules/overtime/tasks: |  |        |         |           |          |        |          |        |                     |        |       |       |
| [Employee name]   |  |        |         |           |          |        |          |        | 0                   |        |       |       |



| Type of shift   |  |  |  |  |  |  |  | First | Second | Third | Split |
|---|--|--|--|--|--|--|--|-------|--------|-------|-------|
| Notes about the employee shifts/schedules/overtime/tasks: |  |  |  |  |  |  |  | 0     | 0      | 0     | 0     |