clockify

Track work hours with Clockify

Employee name:	
Employee department:	

Check for full-time:	☐	**Check for part-time:**	☐	**Check for seasonal:**	☐

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL Hours available:
Hours available to work (e.g. 9:00 a.m. - 11:00 a.m.)								
Check if Available to work	☐	☐	☐	☐	☐	☐	☐	
First Shift	☐	☐	☐	☐	☐	☐	☐	
Second Shift	☐	☐	☐	☐	☐	☐	☐	
Third Shift	☐	☐	☐	☐	☐	☐	☐	
Split Shift	☐	☐	☐	☐	☐	☐	☐	
Hours available on-call (e.g. 9:00 a.m. - 11:00 a.m.)								
Check if Available on-call	☐	☐	☐	☐	☐	☐	☐	
First Shift	☐	☐	☐	☐	☐	☐	☐	
Second Shift	☐	☐	☐	☐	☐	☐	☐	
Third Shift	☐	☐	☐	☐	☐	☐	☐	
Split Shift	☐	☐	☐	☐	☐	☐	☐	

Employee signature:	
Date:	

NOTES