

Define time for first shift (e.g. 7 a.m.- 3 p.m.):	
Define time for second shift (e.g. 3 a.m.- 11 p.m.):	
Define time for third shift (e.g. 11 p.m.- 7 a.m.):	
Define time for split shift (e.g. 5 a.m.- 9 a.m. + 2 p.m.- 7 p.m.):	

>>>Type X if scheduled to work, next to the employee

name

>>>Select the type of shift in the dropdown: I II III Split

[Type the current month here]	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	STATISTICS: Days					
[Employee name]																																	0				
Type of shift																																	First	Second	Third	Split	
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Type of shift																																	First	Second	Third	Split	
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[Employee name]																																		0			
Type of shift																																	First	Second	Third	Split	
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Notes about the
employee
shifts/schedules/overtime/tasks: