

Monthly Employee Schedule

[Company Logo]

Month Of: _____

Prepared By: _____

Week 1 [Insert Dates]															
Employee Name	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total Hours Scheduled For Week 1
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
Total:															

Week 2 [Insert Dates]															
Employee Name	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total Hours Scheduled For Week 2
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
Total:															

Week 3 [Insert Dates]

Employee Name	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total Hours Scheduled For Week 3
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
Total:															

Week 4 [Insert Dates]

Employee Name	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total Hours Scheduled For Week 4
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
Total:															