S15-Shifts for 2 Weeks - Shifts Sheet

Group	Name	Need	Avail	Over/Under	
1	RN	288	336	48	17%
2		0	0	0	0%
3		0	0	0	0%
4		0	0	0	0%
5		0	0	0	0%
6		0	0	0	0%
7		0	0	0	0%
8		0	0	0	0%
9		0	0	0	0%

You can define up to 9 groups here.

The Over/Under shows that you have 17% more hours available than you need based on the information on the Employees sheet and the shifts you have defined on this sheet.

Shift Definition table

Shift Names are Ok

Group	Shift Name	Start Time	Stop Time	Paid Hours
RN	R Day-8	7:00 AM	3:00 PM	8.00
RN	R Swing-8	3:00 PM	11:00 PM	
RN	R Night-8	11:00 PM	7:00 AM	

Insert shift names here and they will appear in the drop-down shift assignment menus on the Scheduling sheet.

Each shift needs to be associated with a group. Either type in the group name or select it from the drop down menu or copy it from another cell.

Daily Shift Staffing neeDS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	2	2	2	2	1
1	2	2	2	2	2	1
1	2	2	2	2	2	1

Insert the number of people you need on each shift each day of the week. If the total shifts for the day is greater than the number of employees, you will not be able to fill all of the shifts.

There are rows to define 50 shifts.