

S3-Template Scheduler Overtime Log

Directions: Input overtime hours in the cell below to employee name and next to the date that the overtime was worked.

The "Update Overtime Ledger" Macro Copies the "Total OT" Row to the "Carryover" Row, Erases all Overtime Assignments, and Resets the "First Day of Overtime Tally" Date to Today's Date.

Date for Overtime Candidates Check: **1/14/2009**

First Day of Overtime Tally:

Overtime Candidates				
Employee Initials	Total OT Assigned	11/1/09 Shifts	11/2/09 Shifts	11/3/09 Shifts
Emp #1		N	N	N
Emp #2		D	D	D
Emp #6		D	D	D
Emp #7				
Emp #8				
Emp #4	10			
Emp #5	12	N	N	N
Emp #3	40			

Leading Overtime Employees	
Employee Initials	Total OT Assigned
Emp #3	40
Emp #5	12
Emp #4	10
Emp #8	
Emp #7	
Emp #6	
Emp #2	
Emp #1	

Note: Employees with the least overtime are at the top of the list.
Shift assignments are shown for 3 days so you can easily find someone to fill the vacant shift.

Total OT	Overtime Ledger			Shifts Adjusted on the ReSchedule Sheet				
	Column No.	1	2	3	4	5	6	7
Employee	Emp #1	Emp #2	Emp #3	Emp #4	Emp #5	Emp #6	Emp #7	
Carryover			40	10	12			
8/3/2009								
8/3/2009								
8/4/2009								
8/5/2009								
8/6/2009								
8/7/2009								
8/8/2009								
8/9/2009								
8/10/2009								
8/11/2009								
8/12/2009								
8/13/2009								
8/14/2009								
8/15/2009								
8/16/2009								
8/17/2009								
8/18/2009								
8/19/2009								
8/20/2009								
8/21/2009								
8/22/2009								
8/23/2009								
8/24/2009								
8/25/2009								
8/26/2009								
8/27/2009								
8/28/2009								
8/29/2009								

Table continues down the sheet for 52 weeks