

Screen Shot of the Unfilled Shifts Sheet

Assume All Shifts Assigned Here are Overtime Shifts

Use Shift Minimum Staffing Level to Signal Shift Need

Date Column Error Codes Note

Extra Shift Has Been Assigned

Incorrect Shift Has Been Assigned - or- Shift Still Needs to be Assigned

You Have No Error Messages

Hide Cols to Right

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Unhide Unfilled Shifts Columns

One column is provided for each shift. Unused ones can be hidden.

Shift Equivalents					
Whole Shift	1 st Half	2 nd Half	Whole Shift	1 st Half	2 nd Half
Day	Day-A	Day-B			
Night	Night-A	Night-B			

If you would like to be able to cover a vacated shift with 2 half shifts assigned to 2 different people, you need to define the half shifts in this table.

Delete All Vacation Fill Employee Shift Assignments

Unfilled Shifts Due to Vacations

Shifts Yet to be Assigned	
Shifts Needed	4
Shifts Assigned	4

Assign Vacation Coverage Shifts From the Drop-Down Menu.

Date / Shift / Employee	Day	Night	Emp #1	Emp #2	Emp #3	Emp #4	Emp #5	Emp #6	Emp #7
Sunday Jan 1, 2006			Night	Day			Night	Day	
Monday Jan 2, 2006			Night	Day			Night	Day	
Tuesday Jan 3, 2006			Night	Day			Night	Day	
Wednesday Jan 4, 2006			Night		Day		Night		Day
Thursday Jan 5, 2006				Night	Day			Night	Day
Friday Jan 6, 2006				Night	Day			Night	Day
Saturday Jan 7, 2006				Night	Day			Night	Day
Sunday Jan 8, 2006			Day			Night	Day		
Monday Jan 9, 2006			Day			Night	Day		
Tuesday Jan 10, 2006			Day			Night	Day		
Wednesday Jan 11, 2006				Day				Day	
Thursday Jan 12, 2006			Night	Day			Night	Day	
Friday Jan 13, 2006			Night	Day			Night	Day	
Saturday Jan 14, 2006			Night	Day			Night	Day	
Sunday Jan 15, 2006					Night	Day			Night
Monday Jan 16, 2006					Night	Day			Night
Tuesday Jan 17, 2006					Night	Day			Night
Wednesday Jan 18, 2006			Vacation	Day	Day	Night		Day	Night
Thursday Jan 19, 2006			Vacation	Day	Day		Night	Day	
Friday Jan 20, 2006			Vacation	Day	Day		Night	Day	
Saturday Jan 21, 2006			Vacation	Day	Day		Night	Day	
Sunday Jan 22, 2006				Night	Day			Night	Day
Monday Jan 23, 2006				Night	Day			Night	Day
Tuesday Jan 24, 2006				Night	Day			Night	Day
Wednesday Jan 25, 2006				Night		Day		Night	
Thursday Jan 26, 2006					Night	Day			Night
Friday Jan 27, 2006					Night	Day			Night
Saturday Jan 28, 2006					Night	Day			Night
Sunday Jan 29, 2006			Night	Day			Night	Day	
Monday Jan 30, 2006			Night	Day			Night	Day	
Tuesday Jan 31, 2006			Night	Day			Night	Day	

Unfilled shift needs are shown in these columns.

Emp #2 has been assigned 4 extra day shifts to cover Emp #1 vacation.

Table continues down the sheet for 52 weeks