

S4-Complex Shifts Scheduling Sheet

Assignment Cell Color Codes										
No Assignment Required										
Assignment Required										
Assigned to More Than 1 Shift										
Violates Employee Availability (See Note)										
Category	Shift	Start	Stop	Sun 1-Jan-06	Mon 2-Jan-06	Tue 3-Jan-06	Wed 4-Jan-06	Thu 5-Jan-06	Fri 6-Jan-06	Sat 7-Jan-06
Off	Off	12:00 AM	12:00 AM							
Off	Off	12:00 AM	12:00 AM							
Off	Off	12:00 AM	12:00 AM							
Off			12:00 AM							
Off			12:00 AM							
Off			12:00 AM							
Off			12:00 AM							
Off			12:00 AM							
Off			12:00 AM							
Off	Off	12:00 AM	12:00 AM							
Manager	Open	5:00 AM	2:00 PM	Marge Q	Marge Q					
Manager	Close	2:00 PM	10:00 PM	Harry A	Harry A					
Cook	Open	5:00 AM	2:00 PM	Harry O	Harry O					
Cook	Close	2:00 PM	10:00 PM	Ellen D	Ellen D					
Cook	Mid	11:00 AM	7:00 PM	Larry S	Larry S					
Waiter	Waiter 1	5:00 AM	2:00 PM	Harry E	Harry E					
Waiter	Waiter 2	2:00 PM	10:00 PM	Marge F	Marge F					
Waiter	Waiter 3	11:00 AM	7:00 PM	Carol K	Carol K					
Waiter	Waiter 4	5:00 AM	2:00 PM	Allen X	Allen X					
Waiter	Waiter 5	2:00 PM	10:00 PM	Harry Y	Harry Y					
Waiter	Waiter 6	11:00 AM	7:00 PM	Ellen W	Ellen W					
Busser	Busser 1	5:00 AM	2:00 PM	Carol X	Carol X					
Busser	Busser 2	2:00 PM	10:00 PM	Allen D	Allen D					
Busser	Busser 3	11:00 AM	7:00 PM	Geoff O	Geoff O					
Busser	Busser 4	5:00 AM	2:00 PM	Chuck M	Chuck M					
Busser	Busser 5	2:00 PM	10:00 PM	Carol A	Carol A					

Note: Sheet continues to allow scheduling for 31 days

Shift information that you input on the Shifts sheet is shown in these columns.

Assign employees to shifts using the drop-down menus of qualified people.