

Employee schedule: week of 2026-09-07

A weekly staff rota: one row per employee, one column per day.

Employee	Role	Mon 09-07	Tue 09-08	Wed 09-09	Thu 09-10	Fri 09-11	Sat 09-12	Sun 09-13	Days scheduled
Dana Ellis (example, overwrite)	Front desk	09:00-17:00	09:00-17:00			09:00-17:00			
Femi Okonkwo (example, overwrite)	Medical assistant		12:00-20:00	12:00-20:00	12:00-20:00				
People scheduled									

How to use this sheet

1. Write times as 09:00-17:00. Leave a cell empty for a day off.
2. Overwrite the two example rows. The Days scheduled column and the People scheduled row are formulas and recalculate as you type.
3. Add rows as you need them, but insert them ABOVE the last staff row rather than below it, or the totals will stop counting them.
4. This sheet records what you decided. It cannot tell you that someone is unavailable, already at overtime, or holding a certification that expired on Friday.