

Employee Schedule/Time Sheet Template

This employee schedule/time sheet template will allow you to keep track of hours worked within any given week. It will automatically calculate the number of hours an employee works on a daily basis (based on information obtained from an employee time card/sign-in sheet), as well as take into consideration whether employees clock out/clock in for lunch.

Steps:

1. In cell B2, enter the beginning week date for the schedule/time sheet. (Example: 1/1/11)
2. In cell B3, enter the ending week date for the schedule/time sheet. (Same format cell B2)
3. You can enter the names of your employees in the appropriate cells in column A. There is enough space to allow for data entry of 10 employees. Just click any cell that has Employee and a number (Employee 1, Employee 2, etc.) and replace it with a name of one of your employees.
4. In row 9, enter the time employee 1 clocked in and clocked out or signed in/signed out on a time-sheet in accordance with the correct day of the week. The format must be either AM or PM. (Example: 8 am, 3 pm, etc.)
5. If applicable, enter employee 1's clock out/clock in lunch break data in row 11. The format must be AM or PM here as well.
6. Once you have entered all data for employee 1, scroll to columns P, Q, and R. You will find the employee's hours worked based on clock in/out times. (The lunch clock out/clock in times are deducted automatically in the overall total number of hours worked.)
7. For employees 2-10, repeat steps 4-6.

	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total Hours	Total Lunch Hours	Total Hours Worked
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out			
Employee 1	8:00 AM	4:00 PM	8:30 AM	5:00 PM					9:00 AM	5:00 PM	8:00 AM	4:00 PM	8:00 AM	5:00 PM	41.5		38.5
Lunch	12:00 PM	1:00 PM	12:00 PM	1:00 PM					12:00 PM	1:00 PM						3	
Employee 2															0		0
Lunch															0		0
Employee 3															0		0
Lunch															0		0
Employee 4															0		0
															0		0