

Typical Template Screen Shot

| People Required | Number of Shifts | People per Shift | Hours per Week | Avg Hrs per Week | Rotate Shifts |
|-----------------|------------------|------------------|----------------|------------------|---------------|
| 4 | 1 | 3 | 40-48 | 42 | N/A |

Shift Definition Table

| Shift Name | Shift Start | Shift Stop | Paid Hours |
|------------|-------------|------------|------------|
| A | 7:00 AM | 3:00 PM | 8.00 |
| | | | |
| | | | |

You list your shifts in the **Shift Definition Table**. In this example, the "A" shift is an 8 hour day shift. You can give the shifts any name you want and have any start and stop times that are appropriate for your business.

Looking at the **Weekly Shift Schedule** we can see that it has 4 rows providing shift assignments for 1 person for 4 weeks. It also provides shift assignments for 4 people for 1 week. Since there are 3 "A" shifts in each column, there will be 3 people assigned to the "A" shift each day of the week.

Weekly Shift Schedule

| Week/Leg | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|----------|-------|-------|-------|-------|-------|-------|-------|
| 1 | | A | A | A | A | | A |
| 2 | A | A | A | A | | A | A |
| 3 | A | A | | | A | A | A |
| 4 | A | | A | A | A | A | |

Employee Rotation Table

| Employee/Leg | 1 st | 2 nd | 3 rd | 4 th | 5 th |
|--------------|------|------|------|------|------|
| 1 | 1 | 2 | 3 | 4 | 1 |
| 2 | 2 | 3 | 4 | 1 | 2 |
| 3 | 3 | 4 | 1 | 2 | 3 |
| 4 | 4 | 1 | 2 | 3 | 4 |

Table goes on for 52 weeks.

The **Employee Rotation Table** shows the weekly schedule "Legs" worked by each employee each week. In this example, Employee #1 works Legs 1, 2, 3 and 4 in weeks 1, 2, 3 and 4 before starting over with Leg 1 in week 5. This pattern is repeated 13 times over the 52 week schedule.

Employee #2 starts with Leg 2 and then goes on to Legs 3, 4 and 1 over a 4 week period. Likewise Employees 3 and 4 each start with a different leg and rotate through all 4 Legs in a 4 week period.

This arrangement assures that one employee is assigned to each schedule leg each week. Looking back at the Weekly Shift Schedule Table, we can see that if someone is working each of the legs each week, there will be 3 people assigned to the "A" shift each day (because each day column has 3 "A" shifts).

This schedule can be used for 4, 8, 12, or any multiple of 4 employees to provide 3, 6, 9, or any multiple of 3 people per day working on the "A" shift by simply adding rows to the Employee Rotation Table. You can also use this schedule for other shifts by changing the shift names in the Weekly Shift Schedule table.