delivered by

EARLY

Weekly Employee Schedule Template

Department: .....

Supervisor: .....

	Monday			Tuesday			Wednesday			Thursday			Friday			
Employee name	**Start time**	**Finish time**	**Hours**	**Start time**	**Finish time**	**Hours**	**Start time**	**Finish time**	**Hours**	**Start time**	**Finish time**	**Hours**	**Start time**	**Finish time**	**Hours**	**Total hours**
															TOTAL SUM	

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TOTAL DAILY HOURS

Supervisor signature

TOTAL DAILY PAY