

Free Employee Rota Template

Individual employee shifts, availability notes and workload balance

Employee rota

Employee	Availability	Mon	Tue	Wed	Thu	Fri	Hours
Amelia Carter	Mon-Fri	Morning	Morning	Off	Afternoon	Afternoon	32
Noah Patel	Tue-Sat	Off	09:00-17:00	09:00-17:00	09:00-17:00	Off	32
Grace Williams	Evenings	Evening	Off	Evening	Off	Evening	32
Oliver Khan	Nights	Night	Night	Off	Off	Night	40

How to use

1. Add employees 2. Assign shifts 3. Balance hours 4. Publish

Tip: match shifts to availability before publishing.

Assign employee shifts without spreadsheet chaos

Use Alphanomic for availability, shift swaps and mobile rotas.

alphanomic.com/staff-rota-software