

Free Excel Staff Rota Template

Excel, Google Sheets and printable PDF

Excel rota

Employee	Role	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours
Amelia Carter	Supervisor	08:00-16:00	08:00-16:00	Off	12:00-20:00	12:00-20:00	Off	Off	40
Noah Patel	Front of house	Off	10:00-18:00	10:00-18:00	10:00-18:00	Off	09:00-17:00	09:00-17:00	40
Grace Williams	Team member	14:00-22:00	Off	14:00-22:00	Off	14:00-22:00	14:00-22:00	Off	32
Oliver Khan	Night shift	Night	Night	Off	Off	Night	Night	Night	40

How to use

1. Add employees 2. Assign shifts 3. Record hours 4. Share the rota

Ready to move beyond Excel?

Use Alphanomic for live rotas, availability and mobile access.

alphanomic.com