

Free Monthly Staff Rota Template

Monthly rota planner for Excel, Google Sheets and print

Monthly rota

Employee	Role	Week 1	Week 2	Week 3	Week 4	Leave	Hours	Notes
Amelia Carter	Supervisor	Mon-Fri AM	Mon-Fri AM	Leave Thu-Fri	Mon-Fri PM	2 days	144	Cover needed W3
Noah Patel	Front of house	Tue-Sat	Tue-Sat	Tue-Sat	Tue-Sat	0 days	160	
Grace Williams	Team member	Evenings	Evenings	Training Wed	Evenings	0 days	128	Training W3
Oliver Khan	Night shift	Night rota	Night rota	Off week	Night rota	0 days	120	
Add employee								
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How to use

1. Add employees 2. Enter shifts 3. Record leave 4. Publish rota
- Tip: review annual leave before publishing a monthly schedule.

Ready to simplify monthly scheduling?

Use Alphanomic for live rotas, leave requests, labour costs and alerts.

alphanomic.com/staff-rota-software