

Free Staff Rota Template

Weekly shift planner for Excel, Google Sheets and print

Editable rota planner

Employee	Role	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hrs	Notes
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	Training Thursd?
Oliver Khan	Night shift	Night	Night	Off	Off	Night	Night	Night	40	Night rota
Add employee										
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How to use

1. Add employees and roles 2. Enter shifts 3. Review hours 4. Share with staff

Tip: use consistent time formats such as 08:00-16:00.

When spreadsheets become difficult

Move to Alphanomic for live rotas, availability, shift swaps and mobile alerts.

alphanomic.com/staff-rota-software