

Free Weekly Staff Rota Template

Weekly shift planner for Excel, Google Sheets and print

Weekly rota

Employee	Role	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Break	Hrs	Notes
Amelia Carter	Supervisor	Morning	Morning	Off	Afternoon	Afternoon	Off	Off	30m	38	
Noah Patel	Front of house	Off	09:00-17:00	09:00-17:00	09:00-17:00	Off	10:00-18:00	10:00-18:00	30m	40	
Grace Williams	Team member	Evening	Off	Evening	Off	Evening	Evening	Off	30m	32	
Oliver Khan	Night shift	Night	Night	Off	Off	Night	Night	Night	45m	40	Night rota
Add employee											
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How to use

1. List employees 2. Assign shifts 3. Check gaps 4. Share rota
- Tip: weekly rotas work best when availability is reviewed first.

Spend less time building rotas

Use Alphanomic for live weekly rotas, shift swaps and mobile alerts.

alphanomic.com/staff-rota-software