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## Employee shift schedule template excel

Making a schedule for three shifts can be a bit more complicated than simply splitting the workday in half and working your crew in opening and closing shifts. A three-shift schedule can be much better for your business, however, as it can save labor costs and concentrates most of your workforce in hours where your customer demand is heaviest. Rather than wasting labor hours in slow times, triple shift schedules pinpoint where the workers are needed most and works them during the busier hours. Setting up this system takes a bit of time and math, but after the initial figures are set down, the weekly schedule takes very little time at all. Study the sales records from the previous four weeks. As you look at each day you will begin to see patterns where the business picks up at some point in the day and it starts to slow down at another point. Make a note of these points. Make a chart marking down every hour that your business is open for each day of the week. Write down the hourly sales for each hour daily. Average out the four weeks' sales for each hour. This will give you an average hourly sale for each hour of the week. Create a simple graph for each day of the week. Mark down each average hourly sales amount for each day. This will create seven bell curve graphs, illustrating the average hourly sales for each day of the week. Mark on each graph a section in the middle of the day that encompasses the eight hours with the busiest sales. This will typically be sometime in the middle of the day. The majority of your labor hours will be spent here. Schedule your first eight-hour shift beginning with the business opening, giving the opening crew time to set up the business. This crew will work for eight hours and will leave work about the same time that the closing crew will begin to arrive. Schedule your last eight-hour shift, the closing crew, with an eye to giving them enough time to close down the business. This may mean scheduling extra time for cleaning or equipment maintenance. This crew will work for eight hours. Schedule a midshift crew during the busiest eight hours in the day on your daily chart. This will be a six- or eight-hour shift brought in when most needed, covering and filling in to ensure that the additional customers are being served and not being made to wait. Tips Saving labor costs is much easier on this type of schedule, as the opening shift members can be sent home early if business slows down, leaving midshift workers to cover. The same can be done with midshift workers if the evening shift is very slow. Many organizations schedule employees to work 24-7, 365 days per year to meet work demands and to provide a higher level of service than competitors. Effectively scheduling staff members to cover these shifts requires balancing expected demand, desired service levels, employee availability and costs. Since wages and benefits are often the largest line items within a department budget, the accuracy of scheduling has a direct impact to the bottom line. Many businesses rely on scheduling software, also called workforce management packages, to assist with this important task. Understand the business tasks that require staffing coverage such as answering inbound sales calls, responding to customer emails or entering fax orders. Recognize the business goals, metrics and customer service level expectations for each task. Determine the average time required to complete each task effectively. Identify any factors that can positively or negatively influence staff productivity. Determine who will complete the work (e.g. representatives, managers) and at what business locations. If there are multiple work locations, find out whether there are time zone differences. Consider your mix of part-time and full-time staff members. Become familiar with any company policies or legal regulations that could affect your scheduling decisions. Seek input from your human resources department. Sales. image by Egor Tkachenko from Fotolia.com Forecast business demand using data, reports and forecasting software. Analyze historical work volume for the same time periods. Consider future demand fluctuations for seasonality, product changes, advertising, market conditions, business growth or decline, and other relevant factors. Identify the total volume of work expected, broken down by time increments such as month, week, day and hour. By creating a very detailed, demand forecast you can more accurately forecast staffing needs. Forecast staffing exceptions, which are the hours that employees will be unavailable to complete work tasks. Exceptions include sick time, vacation time, breaks, meetings and training. Review historical information and create assumptions about future exception time. top of the chart image by Steve Johnson from Fotolia.com Create a staffing. "what if" model using workforce management (WFM) software or Microsoft Excel. Inputs should include tasks, productivity, expected workload and exception forecasts. Outputs will include the projected customer service levels, staffing and shift designs. Test different staffing models. Finalize the staffing/demand model, and then create a plan to cover the required shifts. Schedule both front line employees and management personnel. Many businesses allow employees with the most seniority and the best job performance to choose their desired shifts. Continually monitor and adjust schedules, based on changing business needs. Tips Many employers offer incentives for employees who work the less desirable shifts, paid within the hourly wage or as a bonus. Since work volume fluctuates, it is common to schedule enough employees to handle the busiest or peak hours within a particular shift, then use less busy times for training or breaks. Warnings Although constantly changing shifts and schedules may align with your business needs, too many changes can negatively affect employee morale. Most employees prefer consistent schedules. Keeping your employees on track can be a tricky business, especially if they have multiple tasks to juggle. Scheduling tasks ahead of time, however, ensures that employees are never blindsided by sudden due dates and that the workload is split evenly across your team. There are several ways in which to schedule tasks, depending on the nature of your business and your personal preferences. Split your important tasks into daily, weekly and monthly categories. Assign one day each week to cover weekly tasks and one day each month for the monthly tasks. This breaks up something like store maintenance, for example, while ensuring deep cleaning tasks are still accomplished. Give each of your employees a daily tasks checklist. This list should include everything the employee is expected to do that day. Assignments may include things like cleaning the store, resetting visual displays or regular maintenance tasks. If desired, allow employees to split these tasks between themselves however they see fit. Work with managers or shift leaders to determine a realistic task workload for each employee. It is important to keep employees busy without overwhelming them, and direct managers will have better input as to what that will entail. Place the most important tasks near the front of the list. Accept that employees may not always complete the tasks you schedule. With that in mind, make sure that they start with the things that absolutely have to be done. Offer draft task lists to employees and ask for feedback on whether they feel the schedule is realistic and fair. This is an excellent way to get your staff involved in important decision-making processes. Perform regular "check-ups" with employees to ensure that tasks are being completed. You should also speak with employees to understand whether they are familiar with the tasks you require them to complete. This is important as assignments and expectations can often be lost in translation as they are relayed through several layers of management. Tips While a simple printed checklist is often enough for small businesses, you may wish to invest in task/productivity-specific software if you are dealing with a large workforce. The federal Fair Labor Standards Act determines most federal laws that govern the relationship between workers and employers. Written to provide basic protections against abusive workplace situations while balancing an employer's right to govern his business as he sees fit, the act doesn't address issues such as the length of shifts, required breaks or required time off. Because of this, employers are free to schedule employees in shifts of any length and without providing at least 12 hours rest between two shifts. The Fair Labor Standards Act only requires that employers provide a minimum wage -- \$7.25 at the time of publication -- to all workers, save tipped employees. If an employer schedules a worker for more than 40 hours in a workweek, the worker must receive overtime pay equal to 150 percent of his regular hourly wage for all time past 40 hours he works. The FLSA doesn't limit the amount of consecutive hours an employer may schedule a worker or limit the total amount of hours a worker may be on duty in a week, nor does it mandate minimum rest periods between shifts. The Fair Labor Standards Act typically only applies to employees employed on an hourly basis. Those who receive salary basis are often exempt from FLSA overtime pay, and may have to work shifts with less than 12 hours of rest between them. For an employee to be exempt from FLSA overtime laws, he must receive the same amount of salary pay per week, at least \$455 at the time of publication, regardless of the number of hours he works or the amount of work he produces in that time frame. Many states provide additional protections to workers through state labor laws. These laws vary widely from state to state, and usually mirror FLSA provisions. In some cases, states mandate that workers receive rest periods when they work more than a proscribed amount of consecutive hours or that workers receive a minimum wage higher than the one required by federal law. Most states don't place restrictions on scheduling adult workers, however, so in most states, workers don't need to receive a 12-hour break between shifts. The FLSA doesn't place limitations on the amount of hours a worker 16 or over may work, nor does it require employers to provide any additional rest breaks or time between shifts to minors. Many state laws provide much tighter restrictions on child workers, though, with several states forbidding minors to work later than certain hours at night or before a certain time in the morning. Several states limit the total number of hours a minor may work in a week during times when school is in session. In some cases, scheduling a minor to work with less than 12 hours between shifts may conflict with state child-labor restrictions. Consult your state's child labor laws for applicable rules in your jurisdiction. weekly employee shift schedule template excel. monthly employee shift schedule template excel. daily employee shift schedule template excel. yearly employee shift schedule template excel. monthly employee shift schedule template excel free. weekly employee shift schedule template excel download. employee shift schedule generator excel template. how do i create a shift schedule in excel

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