**Microsoft Word Daily Employee Hourly Schedule Template**

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| **Monday** | **MM/DD/YY** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Start Time: 0:00 a.m. |  |   |   |   |   |   |   |   |   |   |   |
| ID NO. | Employee Name | 6:00 AM | 7:00 AM | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | 5:00 PM | 6:00 PM | 7:00 PM | 8:00 PM | 9:00 PM | 10:00 PM |
| 10001 | Employee 1 |   | Client call |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10002 | Employee 2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10003 | Employee 3 | Client call |   | Client call |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10004 | Employee 4 |  |  |   |   |   |   | Presentation |   |   |   |   |   |   |   |   |   |   |
| 10005 | Employee 5 | Training | Training | Meeting C |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10006 | Employee 6 |   |   |   | Training |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10007 | Employee 7 | Meeting A |   |   |   | Training |   |   |   |   |   |   |   |   |   |   |   |   |
| 10008 | Employee 8 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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