**Shift Attendance Spreadsheet Template Example**

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| **Location** | Main Store, 123 Elm Street |  |  |  |  |  |  |  |  |  |
| **Manager** | Lori Garcia |  |  |  |  | YOUR LOGO HERE |
| **Start of Week** | **1/3/2033** |  |  |  |  |  |   |

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| **If absent, please call: 000-000-0000 no later than 24 hours prior to the start of your shift.** | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  |
| 1/3/2033 | 1/4/2033 | 1/5/2033 | 1/6/2033 | 1/7/2033 | 1/8/2033 | 1/9/2033 |  |
| **Role** | **Employee Name** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Total Hours per Employee** |
| Opening Cashier | Karol | 8:00 AM |   |   | 5:00 PM | **9:00:00** |   |   |   |   | **0:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** |   |   |   |   | **0:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** | 12:00 PM |   |   | 10:00 PM | **10:00:00** | 12:00 PM |   |   | 10:00 PM | **10:00** | **49:00:00** |
| Day Cashier | Maria | 6:00 AM |   |   | 8:00 AM | **2:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00** | **42:00:00** |
| Customer Service | Jules | 8:00 AM |   |   | 6:00 PM | **10:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** |   |   |   |   | **0:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00** | **40:00:00** |
| Customer Service | Phil | 2:00 PM |   |   | 3:00 PM | **1:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** |   |   |   |   | **0:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00** | **21:00:00** |
| Closing Cashier | Jax | 8:00 AM |   |   | 6:00 PM | **10:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** | 12:00 PM |   |   | 10:00 PM | **10:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00:00** | 8:00 AM |   |   | 6:00 PM | **10:00** | **50:00:00** |
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**Shift Attendance Spreadsheet Template**

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| **Location** |  |  |  |  |  |  |  |  |  |  |
| **Manager** |  |  |  |  |  | YOUR LOGO HERE |
| **Start of Week** |  |  |  |  |  |  |   |

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| **If absent, please call: 000-000-0000 no later than 24 hours prior to the start of your shift.** | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  |
| MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY |  |
| **Role** | **Employee Name** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Shift Start** | **Break** | **Lunch** | **Shift End** | **Hours** | **Total Hours per Employee** |
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