| | |
|---|---|
| **Define time for first shift** (e.g. 7 am - 3 pm): | |
| **Define time for second shift** (e.g. 3 pm - 11 pm): | |
| **Define time for third shift** (e.g. 11 pm - 7 am): | |
| **Define time for split shift** (e.g. 5 am - 9 am + 2 pm - 7 pm): | |

| **Bi-weekly date range, from:** | | **to:** | |
|---|---|---|---|

| | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Employee name:** | | | | | | | | | | | | | | | |
| **Type of shift (I, II, III, Split)** | | | | | | | | | | | | | | | |
| | **Notes about the employee shifts/schedules/overtime /tasks:** | | | | | | | | | | | | | | |
| **Employee name:** | | | | | | | | | | | | | | | |
| **Type of shift (I, II, III, Split)** | | | | | | | | | | | | | | | |
| | **Notes about the employee shifts/schedules/overtime /tasks:** | | | | | | | | | | | | | | |
| **Employee name:** | | | | | | | | | | | | | | | |
| **Type of shift (I, II, III, Split)** | | | | | | | | | | | | | | | |

**Track work hours with Clockify.me**

| Notes about the employee shifts/schedules/overtime/tasks: | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Employee name:** | | | | | | | | | | | | | | |
| **Type of shift (I, II, III, Split)** | | | | | | | | | | | | | | |
| Notes about the employee shifts/schedules/overtime/tasks: | | | | | | | | | | | | | | |
| **Employee name:** | | | | | | | | | | | | | | |
| **Type of shift (I, II, III, Split)** | | | | | | | | | | | | | | |
| Notes about the employee shifts/schedules/overtime/tasks: | | | | | | | | | | | | | | |
| **Employee name:** | | | | | | | | | | | | | | |
| **Type of shift (I, II, III, Split)** | | | | | | | | | | | | | | |
| Notes about the employee shifts/schedules/overtime/tasks: | | | | | | | | | | | | | | |
| **Employee name:** | | | | | | | | | | | | | | |
| **Type of shift (I, II, III, Split)** | | | | | | | | | | | | | | |
| Notes about the employee shifts/schedules/overtime/tasks: | | | | | | | | | | | | | | |
| **Employee name:** | | | | | | | | | | | | | | |
| **Type of shift (I, II, III, Split)** | | | | | | | | | | | | | | |

| Notes about the employee shifts/schedules/overtime /tasks: | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|