

Staff Rota

Weekly shift schedule for planning and recording staff hours.

HOW TO USE

1. Enter the week commencing date in the blue cell at the top. The day headers update automatically.
2. Fill in employee names and roles in the blue columns.
3. Enter shift times in the day cells (for example 09:00-17:00). Type OFF, AL, or SICK as appropriate.
4. Enter the total hours worked that week in the Total Hrs column.
5. The colour band shows total employees on the rota, total hours, and the FTE equivalent.
6. Print or share the rota at the start of each week.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to enter your own rota. The day headers update automatically when you change the week commencing date.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You can remove it from Page Layout, Page Setup, Header/Footer.

NOTES

Blue cells are your inputs. White cells are calculated. Sheet protection is on. To unprotect, use Review, Unprotect Sheet (no password).

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

[aligned.tax](https://www.aligned.tax)

MTD for Income Tax bridging and compliance for sole traders and landlords.

Staff Rota

Add your logo here

Week commencing: 25/06/2026

Week ending: 01/07/2026

EMPLOYEES ON ROTA	TOTAL HOURS	FTE EQUIVALENT	WEEK ENDING
10	302	8.1	01/07/2026

Employee	Role	Thu 25/6	Fri 26/6	Sat 27/6	Sun 28/6	Mon 29/6	Tue 30/6	Wed 1/7	Total Hrs
Alice Thornton	Shift Supervisor	09:00-17:00	09:00-17:00	OFF	09:00-17:00	09:00-17:00	OFF	OFF	38
Ben Kaur	Cashier	12:00-20:00	12:00-20:00	12:00-20:00	OFF	12:00-20:00	09:00-13:00	OFF	38
Claire Osei	Warehouse Oper	06:00-14:00	06:00-14:00	06:00-14:00	06:00-14:00	OFF	OFF	OFF	32
David Walsh	Customer Assista	AL	AL	AL	AL	AL	OFF	OFF	
Emma Patel	Team Leader	09:00-17:00	09:00-17:00	09:00-17:00	09:00-17:00	09:00-17:00	OFF	OFF	40
Femi Adeyemi	Cashier	OFF	14:00-22:00	14:00-22:00	14:00-22:00	14:00-22:00	OFF	OFF	32
Grace Lennon	Stock Controller	07:00-15:00	OFF	07:00-15:00	07:00-15:00	07:00-15:00	07:00-13:00	OFF	38
Harry Singh	Warehouse Oper	SICK	SICK	09:00-17:00	09:00-17:00	09:00-17:00	OFF	OFF	24
Isla MacDonald	Cashier	09:00-13:00	09:00-13:00	09:00-13:00	09:00-13:00	09:00-13:00	OFF	OFF	20
James Okonkwo	Shift Supervisor	14:00-22:00	14:00-22:00	OFF	14:00-22:00	14:00-22:00	12:00-20:00	OFF	40

TOTAL HOURS

302.0

Type shift times in each cell (e.g. 09:00-17:00) or OFF / AL / SICK as appropriate.