[](https://www.smartsheet.com/try-it?trp=12156&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Monthly+Employee+Work+Shift+Timetable-word-12156&lpa=Sample+Monthly+Employee+Work+Shift+Timetable+word+12156)**Monthly Employee Work Shift Timetable Template Example**

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| Year | Month | Key |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| 20XX | September | W | Work | R | Partial | A | Absence | H | Holiday | | O | | Off | | P | | PTO | | S | | Sick | | V | | Vacation | |

| **ID NO.** | **EMPLOYEE NAME** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
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| 11111 | Kevin K. | W | O | O | H | V | W | W | W | O | O | R | W | W | W | W | O | O | P | W | W | W | W | O | O | W | W | W | W | W | O | - |
| 22222 | Nancy R. | R | O | O | H | W | W | W | W | O | O | W | W | P | W | W | O | O | W | W | W | W | W | O | O | W | W | W | W | W | O | - |
| 33333 | Brenda S. | R | O | O | H | W | W | W | W | O | O | W | S | W | W | W | O | O | W | W | W | W | W | O | O | V | V | V | R | A | O | - |
| 44444 | Leon A. | W | O | O | H | W | W | W | W | O | O | W | W | W | W | W | O | O | W | W | W | W | W | O | O | S | W | W | W | W | O | - |
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