

How to Use Your Free Roster Template

This interactive work schedule template was built by RosterElf to make rostering your employees easy.

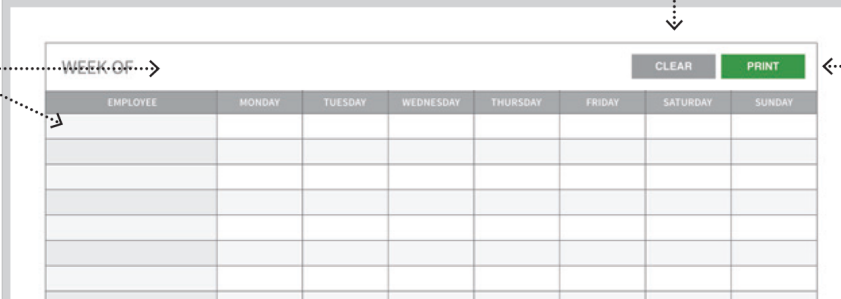
Simply download the template and populate your staff and shifts.

You can then download and email it to your employees or print out a copy.

This free interactive roster is completely customisable. Simply edit weekly with employee name and shifts.

Want to start fresh? Simply click **CLEAR** and all data will be removed.

Update the date of the roster on the top and then click on each cell you wish to edit and enter details including employee name, position and start and finish times.



WEEK OF →	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
EMPLOYEE							

Once you have completed building your roster, simply click the print button.

NOTE: You will then be able to print the roster or alternatively you can save as a PDF and email to your employees.

