

Day:	[1]			
Date:	[2]			
Hours Worked	In-time	Out-time	Duration	Hours Worked
Employee 1 [3]	4:00:00 PM [4]	10:00:00 PM [5]	6:00:00 [6]	6.00
Employee 2	4:30:00 PM	11:00:00 PM	6:30:00	6.50
Employee 3	4:30:00 PM	12:00:00 AM	7:30:00	7.50
Employee 4	4:30:00 PM	12:00:00 AM	7:30:00	7.50
Employee 5	5:00:00 PM	12:00:00 AM	7:00:00	7.00
Employee 6	5:00:00 PM	12:00:00 AM	7:00:00	7.00
Employee 7	6:00:00 PM	10:00:00 PM	4:00:00	4.00
Employee 8	6:00:00 PM	11:00:00 PM	5:00:00	5.00
Employee 9	6:00:00 PM	12:00:00 AM	6:00:00	6.00
Employee 10 [7]	7:00:00 PM	1:00:00 AM	6:00:00	6.00
			Total Labor Hours:	62.50 [8]
Total Sales:	\$8,000 [9]			
Sales per Labor Hour:	\$128.00 [10]			

Week:	[11]	
	Labor Hours	Sales
Monday	100 [12]	\$6,000.00 [13]
Tuesday	100	\$8,000.00
Wednesday	100	\$8,500.00
Thursday	100	\$10,000.00
Friday	100	\$12,000.00
Saturday	100	\$14,000.00
Sunday	100	\$8,000.00
Totals:	700.00 [14]	\$66,500.00 [15]
Sales per Labor Hour:	\$95.00 [16]	

Month	January [17]	
	Labor Hours	Sales
Week 1	651 [18]	\$66,500.00 [19]
Week 2	662	\$67,000.00
Week 3	640	\$64,000.00
Week 4	636	\$57,000.00
Week 5	0	\$0.00
Totals:	2,589.00 [20]	\$254,500.00 [21]
Sales per Labor	\$98.30 [22]	

- [1] Choose the day of the week from this drop down menu.
- [2] Add the date you are measuring here.
- [3] Add employee names here.
- [4] Add your employee clock-in times here.
- [5] Add employee clock-out times here.
- [6] The shift duration automatically calculates based on your in and out time entries.
- [7] Insert additional rows as needed, *above* this row to preserve the formulas in this sheet.
- [8] This field automatically populates with the sum of all employee hours worked to generate your total Labor Hours for the day.
- [9] Enter your total top-line sales before tax here for the day or shift you are measuring.
- [10] This cell automatically generates based on your sales entry and your total labor hours.
- [11] Choose the week number (1-52) that corresponds with the week of the year you are measuring. This will help create historical reference data to generate future forecasts.
- [12] Add your total labor hours from each day of the week.
- [13] Add your sales from each day of the week in this column.
- [14] This cell automatically generates from your labor hours entries.
- [15] This cell automatically generates from your sales entries.
- [16] This cell automatically generates from the labor hours and sales totals in the table above.
- [17] Choose the month you are tracking here.
- [18] Add the total labor hours for each week in this column.
- [19] Add the sales totals for each week in this column.
- [20] This cell automatically generates from your entries above.
- [21] This cell automatically generates from your entries above.

[22] This cell automatically generates from the labor hours and sales totals in the table above.