**[](https://www.smartsheet.com/try-it?trp=12156&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Basic+Work+Schedule+Timetable-word-12156&lpa=Blank+Basic+Work+Schedule+Timetable+word+12156)Basic Work Schedule Timetable Template**

|  |  |  |
| --- | --- | --- |
| Start Week | Company | Department |
|  |  |  |

| Employee Name | Work Assigned | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Hours |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | 0.00 |
|  |  |  |  |  |  |  |  |  | 0.00 |
|  |  |  |  |  |  |  |  |  | 0.00 |
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