ShiftRova

Monthly staff roster

Shift rows 1-31

Month / year: _____ Venue / team: _____ Prepared by: _____

Use 24-hour times. Record dates, following-day finishes and unpaid break minutes.

Date	Team member	Role / location	Start	Finish	Unpaid min	Paid hours	Handover / notes

Planning only. Review actual work, required skills, breaks and applicable employment requirements separately.
No award-rate, overtime, entitlement, minimum-staffing or daylight-saving calculations.

ShiftRova

Monthly staff roster

Shift rows 32-62

Month / year: _____ Venue / team: _____ Prepared by: _____

Use 24-hour times. Record dates, following-day finishes and unpaid break minutes.

Date	Team member	Role / location	Start	Finish	Unpaid min	Paid hours	Handover / notes

Planning only. Review actual work, required skills, breaks and applicable employment requirements separately.
No award-rate, overtime, entitlement, minimum-staffing or daylight-saving calculations.

ShiftRova

Monthly staff roster

Daily coverage

Month / year: _____ Venue / team: _____ Prepared by: _____

Manually review intended coverage and handovers. This planner does not count or allocate staff.

Date	Opening cover	Busy-period cover	Closing cover	Skills / leave	Owner / gaps

Planning only. Review actual work, required skills, breaks and applicable employment requirements separately.
No award-rate, overtime, entitlement, minimum-staffing or daylight-saving calculations.