ShiftRova

Retail staff roster

Shift plan

Week commencing: _____ Venue / team: _____ Prepared by: _____

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

Date	Team member	Store / duty	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

Retail staff roster

Trading coverage

Week commencing: _____ Venue / team: _____ Prepared by: _____

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

Date / period	Store / zone	Trading / delivery	Duties / skills	Keyholder / lead	Break cover / 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.