

**EasyShifts: Staff Scheduling Made Easy**

[**www.EasyShifts.com**](http://www.easyshifts.com/)

Facility/Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff Posting Daily Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Shift** | **Category of Staff** | **Actual Hours Worked** | **Staffing Totals** |
|  | Licensed? | Job Title |
| *Example:* | *07:00 AM – 03:00 PM* | *Unlicensed* | *CAN* | *2 CNA 07:00 AM - 03:00 PM* | *2 CNA* |
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Facility/Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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