**Ejemplo de plantilla de cronograma básico de turnos de
empleados**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ubicación** | Main Store, 123 Elm Street |  |  |  |  |  |  |  |  |  |
| **Gerente** | Lori García |  |  |  |  | INSERTE SU LOGOTIPO AQUÍ |
| **Inicio de la semana** | **3/1/2033** |  |  |  |  |  |   |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **En caso de inasistencia, llame al 000-000-0000 a más tardar 24 horas antes del inicio de su turno.** | Lun | Mar | Mié | Jue | Vie | Sáb | Dom |  |
| 3/1/2033 | 4/1/2033 | 5/1/2033 | 6/1/2033 | 7/1/2033 | 8/1/2033 | 9/1/2033 |  |
| **Función** | **Nombre del empleado** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Total de horas por empleado** |
| Cajero de apertura | Karol | 8:00 a.m. |   |   | 5:00 p.m. | **9:00:00** |   |   |   |   | **0:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** |   |   |   |   | **0:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** | 12:00 p.m. |   |   | 10:00 p.m. | **10:00:00** | 12:00 p.m. |   |   | 10:00 p.m. | **10:00** | **49:00:00** |
| Cajero diurno | Maria | 6:00 a.m. |   |   | 8:00 a.m. | **2:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00** | **42:00:00** |
| Servicio al cliente | Jules | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** |   |   |   |   | **0:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00** | **40:00:00** |
| Servicio al cliente | Phil | 2:00 p.m. |   |   | 3:00 p.m. | **1:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** |   |   |   |   | **0:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00** | **21:00:00** |
| Cajero de cierre | Jax | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** | 12:00 p.m. |   |   | 10:00 p.m. | **10:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00:00** | 8:00 a.m. |   |   | 6:00 p.m. | **10:00** | **50:00:00** |
|   |   |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00** | **0:00:00** |
|   |   |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00** | **0:00:00** |
|   |   |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00** | **0:00:00** |
|   |   |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00** | **0:00:00** |
|   |   |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00** | **0:00:00** |
|   |   |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00** | **0:00:00** |
|   |   |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00** | **0:00:00** |
|   |   |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00:00** |   |   |   |   | **0:00** | **0:00:00** |

**Plantilla de cronograma básico de turnos de empleados**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ubicación** |  |  |  |  |  |  |  |  |  |  |
| **Gerente** |  |  |  |  |  | INSERTE SU LOGOTIPO AQUÍ |
| **Inicio de la semana** |  |  |  |  |  |  |   |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **En caso de inasistencia, llame al 000-000-0000 a más tardar 24 horas antes del inicio de su turno.** | Lun | Mar | Mié | Jue | Vie | Sáb | Dom |  |
| DD/MM/AA | DD/MM/AA | DD/MM/AA | DD/MM/AA | DD/MM/AA | DD/MM/AA | DD/MM/AA |  |
| **Función** | **Nombre del empleado** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Inicio del turno** | **Descanso** | **Almuerzo** | **Fin del turno** | **Horas** | **Total de horas por empleado** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **DESCARGO DE RESPONSABILIDAD**Todos los artículos, las plantillas o la información que proporcione Smartsheet en el sitio web son solo de referencia. Si bien nos esforzamos por mantener la información actualizada y correcta, no hacemos declaraciones ni garantías de ningún tipo, explícitas o implícitas, sobre la integridad, precisión, confiabilidad, idoneidad o disponibilidad con respecto al sitio web o la información, los artículos, las plantillas o los gráficos relacionados que figuran en el sitio web. Por lo tanto, la confianza que usted deposite en dicha información es estrictamente bajo su propio riesgo. |