View your shifts in the Humanforce

Steps

1. Open the Humanforce Work mobile app.

   In the Humanforce Work app, tap  Schedule from the bottom menu.

2. Browse your shifts in the calendar view.
   - Icons under dates identify when you have a shift, leave, or availability.
   - You can toggle between a weekly or monthly view using “See weekly view” or “See monthly view”.

3. Select a day to view the shift list. You’ll see key details such as:

   Rostered shifts – start and finish time, net hours, location, department, and role

   Leave – leave type, times, and approval status

   Availability – availability type and approval status

   Shift offers (Work app) – start and finish time, net hours, location, department, and role

   In the Work app, selecting a day filters the list to that day; select the day again to remove the filter
   - Tap on a shift to open the full shift details which may include area and comments left by your manager.

4. Use the filter options to show or hide: 
   - Shift offers
   - Rostered shifts
   - Leave
   - Availability

You’ve now successfully checked your upcoming shifts and related details in the Humanforce Work mobile app.