View your timesheets in the Humanforce Work app

Follow this guide to view your worked shifts and related details in the Humanforce Work mobile app. Your timesheets include all shift types, including leave and worked shifts, and display hours worked, break information, and authorisation status.

Steps

 Open the Humanforce Work mobile app

Tap  browse your Timesheets list. Each shift shows:

- Start and end time
- Payable hours
- Location, department, and role
- Authorisation status (e.g., Active, Unauthorised)

In the Humanforce Work app, use the arrows **< >** next to the period dates to navigate to different pay periods.

The top summary shows:

- **Period dates**: The date range for the currently selected pay period.
- **Payable hours**: The combined hours for authorised timesheets that include a cost.
- **Authorised**: The number of authorised timesheets vs. the total timesheet count.
- **Authorised earnings**: The pay value for timesheets that have been approved for payroll.

Tap any timesheet to open its Timesheet details screen, which shows:

- **Core detail**: role, authorisation status, shift type, time, date
- **Shift and break details**: total payable hours and break duration
- **Job Information**: location, department, and role worked
- **Other details**: fields such as area, event, or function (if enabled by your organisation)
- **Pay breakdown**: Shows the hours, pay types, and total earnings for authorised shifts (if enabled by your organisation)
- **Comments**: notes from you or your manager

Additional Information

Your timesheet details will match what is recorded for payroll and compliance.

- If a shift shows as **Unauthorised**, it means it has not yet been approved by your manager.
- Unauthorised timesheets are not processed through payroll.