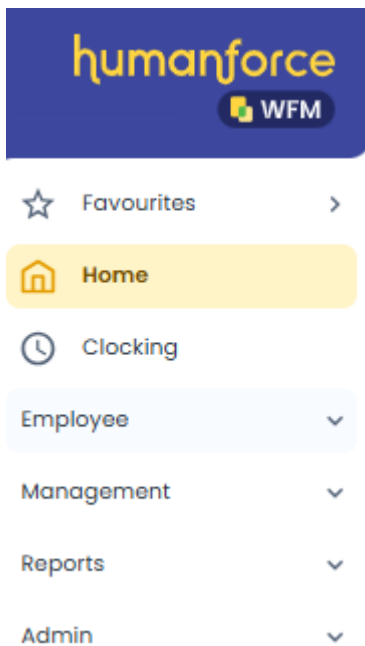
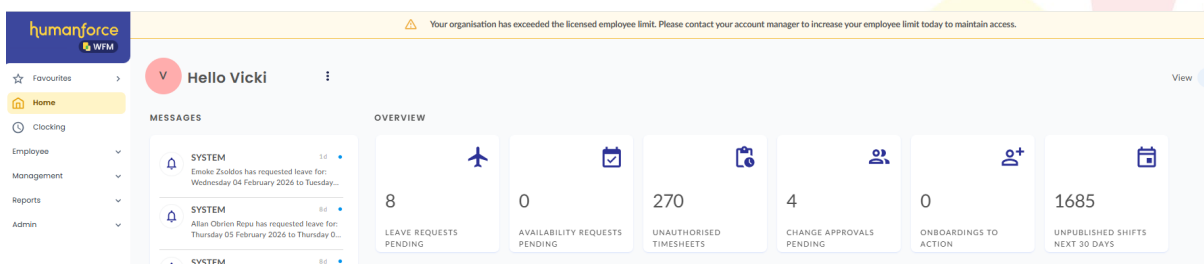


The Humanforce – HOME – Screen

When you login to Humanforce, from the Navigator Menu, click on “Home” – refer highlighted menu below

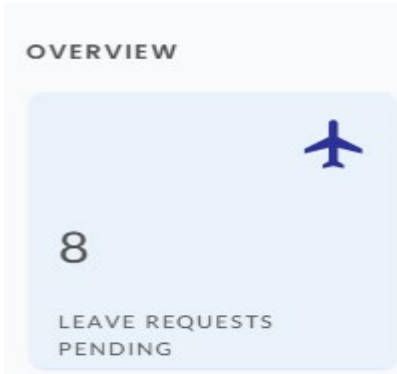


The following screen will appear



Leave Requests Pending

Click on the icon below



All leave requiring approval will appear

1 – Check the Person, dates and hours are correct

2 – Approve or Decline the leave

[All Locations] [All Departments] [All Roles] [All Pay Companies]

[All Leave Types] [All Employees] Enter employee name

Unprocessed Processed Requested leave for Feb 2026 Show All + Add

Consolidated View

Employee	Shift Type	Leave Balance (hours)	Hours Requested	Date	Request Details	Approval Details	Attachment(s)	Approve <input type="checkbox"/>	Decline <input type="checkbox"/>
234002	Annual Leave	0.00	22.80	4-6 Feb	Cancellation Requested by [Redacted]	← 1		→ 2 <input type="checkbox"/>	→ <input type="checkbox"/>
234002	Annual Leave	0.00	15.20	9-10 Feb	Cancellation Requested by [Redacted]	← 1		→ 2 <input type="checkbox"/>	→ <input type="checkbox"/>

[All Roles] [All Pay Companies]

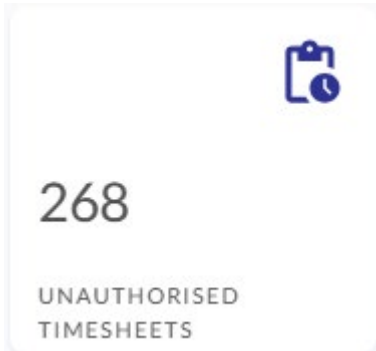
Enter employee name

+ Add

Date	Request Details	Approval Details	Attachment(s)	Approve <input type="checkbox"/>	Decline <input type="checkbox"/>
Feb	Cancellation Requested by [Redacted]	← 1		→ 2 <input type="checkbox"/>	→ <input type="checkbox"/>
Feb	Cancellation Requested by [Redacted]	← 1		→ 2 <input type="checkbox"/>	→ <input type="checkbox"/>

Unauthorised Timesheets

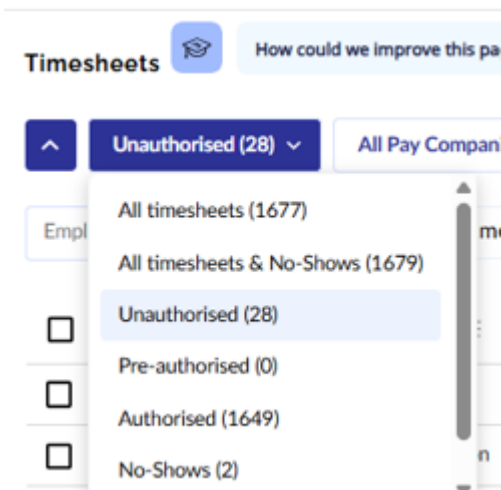
Click on the icon below



The screen will show all unauthorised Timesheets

The screenshot shows the Humanforce Timesheets Admin interface. The top navigation bar includes the Humanforce logo and a search bar. The main content area displays a list of unauthorised timesheets. The table has the following columns: Start Date, Pay Start, Pay End, Roster Start, Roster End, Actuals, Break, Times, Shift Type, Reason, Cost, Status, and Actions. Two rows are visible in the table:

Start Date	Pay Start	Pay End	Roster Start	Roster End	Actuals	Break	Times	Shift Type	Reason	Cost	Status	Actions
Tue 10/02/2026	11:09	11:53	11:00	18:00	11:09 - 11:53		0.733	Normal	Late start, Early finish	£0.00	Unauthorised	
Fri 06/02/2026	07:45	15:17			07:45 - 15:17	44	6.8	Normal	No roster	£0.00	Unauthorised	



Review timesheets for accuracy

Timesheets How could we improve this page? + New

Unauthorised (28) All Pay Companies < 4 - 10 Feb 2026 > No grouping

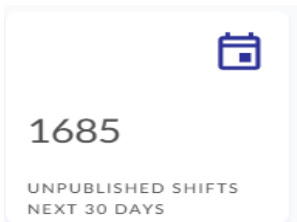
Employee code or name Reporting to me Overlapping Region Location Department Role Area Event Shift Type Reason Award Profile Apply

Employee Code	Employee Name	Start Date	Pay Start	Pay End	Roster Start	Roster End	Actuals	Break ...	Times...	Shift Type	Reason	Cost	Status	Actions
<input type="checkbox"/> 253053		Tue 10/02/2026	11:09	11:53	11:00	18:00	11:09 - 11:53		0.733	Normal	Late start, Early finish	£0.00	Unauthorised	⋮
<input type="checkbox"/> M1459		Fri 06/02/2026	07:45	15:17			07:45 - 15:17	44	6.8	Normal	No roster	£0.00	Unauthorised	⋮
<input type="checkbox"/> M1459		Mon 09/02/2026	07:48	12:02	07:30	16:00	07:48 - 12:02		4.233	Normal	Late start, Early finish	£0.00	Unauthorised	⋮
<input type="checkbox"/> 211498		Thu 05/02/2026	10:10	15:00	10:00	15:00	10:10 - 10:00		4.833	Normal	Late start, Late finish...	£0.00	Unauthorised	⋮
<input type="checkbox"/> RK090415		Tue 10/02/2026	08:24	17:30	08:15	17:30	08:24 - ...	83	7.717	Normal	Manual Sign-off	£0.00	Unauthorised	⋮
<input type="checkbox"/> 030001		Thu 05/02/2026	08:12	18:35	08:00	18:30	08:12 - 14:27	117	8.433	Normal	Late start, Early fmi...	£0.00	Unauthorised	⋮
<input type="checkbox"/> 254002		Tue 10/02/2026	09:34	18:20	09:30	18:00	09:34 - 18:20	62	7.733	Normal	Late start, Late finish	£0.00	Unauthorised	⋮

Approve as normal

Unpublished Shifts

Click on Icon below



The following screen will appear –

1 Click on "Status"

Roster Manager How could we improve this page? Templates Reports

View Filters Group By Sort by

Shift People Role < 4 - 17 Feb 2026 > No Grouping Rostered hours Actions

Employee code or name Region Location Department Role Area Assignment Status Shift Definition Employment Type Event Function Shift Type Event Type Labour Group Apply

	WED 4	THU 5	FRI 6	SAT 7	SUN 8	MON 9	TUE 10	WED 11	THU 12
	1766.23 h £16,234.34	1873.98 h £17,491.34	1789.23 h £16,246.10	633.25 h £5,829.25	266.75 h £2,077.26	1534.4 h £13,324.14	1727.8 h £15,932.08	1771.73 h £15,192.65	1871.47 h £15,192.65

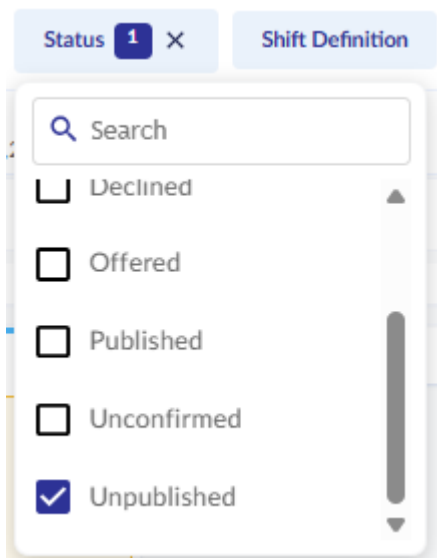
A drop down box will appear

The screenshot shows the Roster Manager interface. At the top, there are tabs for 'Shift', 'People', and 'Role'. Below these are filters for '4 - 17 Feb 2026', 'No Grouping', and 'Roster'. A red arrow labeled '1' points to the 'Status' dropdown menu. The dropdown menu is open, showing a search bar and a list of status options: 'Confirmation Requested', 'Confirmed', 'Declined', 'Offered', and 'Published'. A red arrow labeled '2' points to the scrollbar on the right side of the dropdown menu.

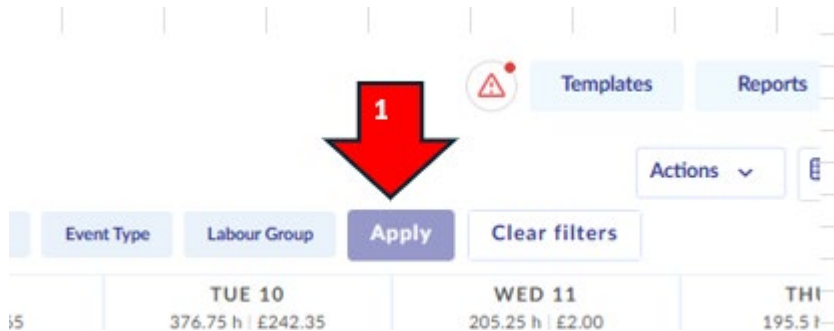
2 – Use the scroll bar to scroll down to “Unpublished”

This is a close-up of the Status dropdown menu. It features a search bar at the top. Below the search bar, there is a list of status options, each with a checkbox: 'Declined', 'Offered', 'Published', 'Unconfirmed', and 'Unpublished'. A scrollbar is visible on the right side of the list, indicating that the 'Unpublished' option is at the bottom of the list.

Click on the box as shown below

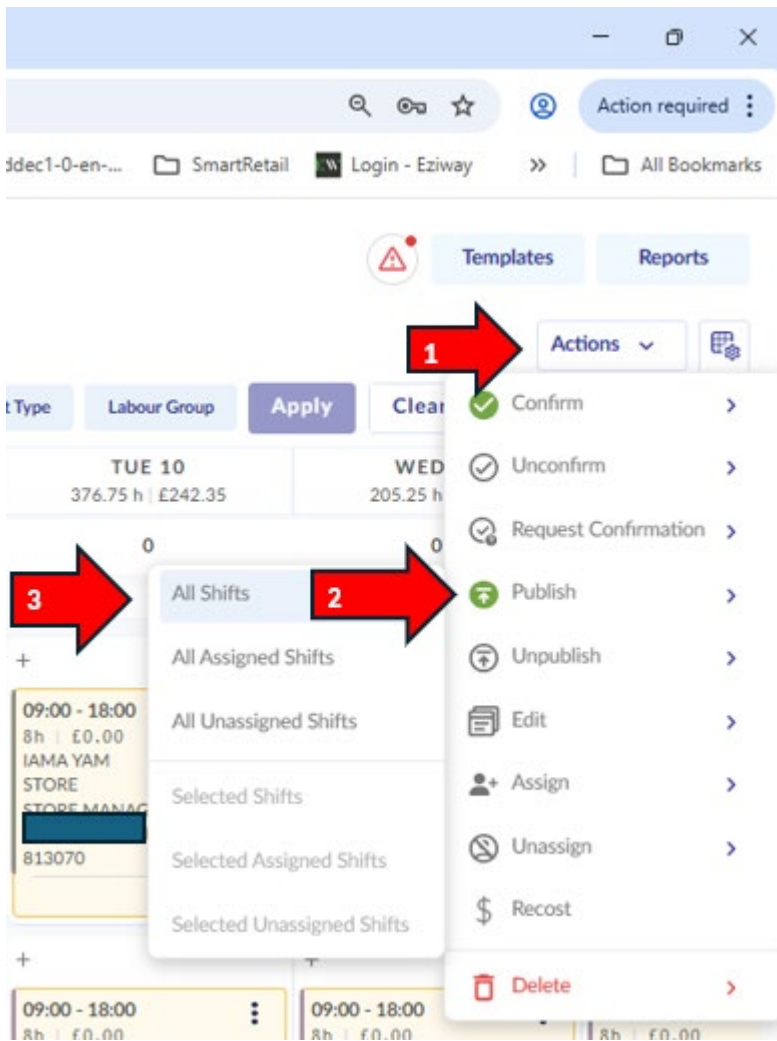


Click on Apply



All of your unpublished shifts will appear

1. Click on Actions
2. From the drop down menu – Click on Publish
3. Then select – All Shifts



The shifts in your roster will now show as published.

Below is an example of an unpublished shift



Once you publish a shift it looks like this

