Fube

GUIDE

How to add an employee in Fube



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> Before anyone can clock in, request holidays or receive their working-day report, they need to exist as an **employee** in Fube. And adding them is not a formality: the details you enter on that record are the ones that later decide whether their extra hours are paid as overtime or as supplementary hours, how many days of holiday they are entitled to this year and when the tasks for their onboarding fall due.

This guide is for whoever manages the team. It takes two minutes to fill in and years to fix a field entered wrongly, so it is worth understanding what each one decides.

Before you start

The person must already be a user of your Fube account. The employee record does not create access: it **links** to it. If you haven't invited them yet, do that first (the guide on how to **invite your team and assign roles** explains it) and come back here.

Also bear in mind that **each new employee takes up one place in your plan's employee limit**. If you are close to the cap, check **pricing** before adding half your workforce in one go.

If you are new to time tracking, start with its Summary. While your company has nobody added yet, the module's home page shows you the **Set up time tracking** card, with what is still needed for your team to be able to clock in, in this order: employees with their DNI, schedules, the work calendar with public holidays and how they clock in. Each step takes you to its screen and is ticked off automatically once it is done. The card stays until everything is complete; if you would rather do it your own way, close it with the **X** and it won't appear again.

Step 1 — Create the record

Go to **Team > Employees > Employees** and click **Add employee**.

The first field, **User**, is the only required one: it is the person in your account to whom this record belongs. **You cannot create two employee records for the same user** within the same company; if someone comes back after leaving, their record is reactivated rather than a new one being created.

The rest of the form (internal code, department, job title) is descriptive and you can complete it later. The **workplace**, just below the department, can also wait, but it is not purely descriptive: it determines the geofence and the network from which that person can clock in (explained in the guide on **geolocation by workplace**). The four that follow cannot wait.

Step 2 — The start date decides two things you can't see

Start date looks like a record-keeping detail but is quite the opposite: it is the reference from which Fube calculates two different things.

- **Onboarding deadlines.** If you have active onboarding templates, the tasks are created with their due date counted **from this date**, not from the day you create the record. And if you leave it empty, the tasks **are created without a due date**: they still appear, but with no deadline.
- **Holiday proration.** If the person joins mid-year, Fube prorates the days they are entitled to in that first year. Someone who joins on 1 July with 22 days allocated does not start with 22 available.

Fill it in even if you are adding people who have been with you for years: enter their actual joining date and both calculations will come out right.

Step 3 — Full-time or part-time: it's not just a label

The **contract type** is the field with the most consequences on the form, and it is the one most often filled in on autopilot.

Contract type	How hours beyond their working day are paid
Full-time	As **overtime** (article 35 of the Workers' Statute)

Contract type	How hours beyond their working day are paid
Part-time	As **supplementary hours** (article 12.4.c), which is a different legal concept

This is not a matter of wording: when you generate the month's payroll adjustments, Fube looks at this field to decide which of the two items to put that person's hours under. A part-time worker marked as full-time ends up with overtime they never worked.

Step 4 — The employment relationship, for when the worker isn't yours

The **relationship type** distinguishes your own staff from external personnel, and is used to prove to the Labour Inspectorate **who keeps the working-time record** for each person.

Relationship	When	Who keeps the record
Own staff	They are your employee. The default value	You
Assigned (ETT)	Assigned to you by a temporary employment agency	You, the user company
Contractor / subcontractor	Staff from a contractor	The contractor

If you choose either of the two external options, **Assigning/principal company** appears, where you enter the name of the ETT or the contractor. That detail **is printed in the header of the worker's PDF working-time record**, which is exactly what you will be asked for if there is an inspection.

Step 5 — Schedule, hours and holiday days

In the **Schedule and holidays** section you enter what Fube will use as a reference every day:

- **Work schedule**: the one you have defined. Their clock-ins are compared against it, and it determines the expected hours for each working day.
- **Weekly hours**: the agreed total.

- **Holiday days/year**: those they are entitled to under the collective agreement. **Fube does not validate this number** (it doesn't know which collective agreement applies to you), so you enter it yourself and the person's entire balance is based on it.
- **Holiday balance**: the days they have available right now. It is recalculated automatically when requests are approved or cancelled.

Step 6 — Geolocation, if you need it

The last block decides whether that person **has to clock in with a validated location** and the maximum distance from the authorised workplace, in metres. If you turn it on, the employee will have to grant location permission in their browser or in the app. The details — geofences, alerts and exactly what is stored — are in the guide to **clock-in geolocation by workplace**.

What happens as soon as you save

Saving the record isn't just saving the record. When you create it, Fube does two things on its own:

- **It creates the onboarding lists.** A checklist is generated for **each active onboarding template** in your company, with its tasks and their due dates. The guide to **employee onboarding** covers it in full.
- **It announces that someone new has joined.** Their colleagues receive a new colleague notification. And here is a detail that surprises people: **if you have assigned them a department, the notification only goes to that department**; if you have left it blank, it goes to the whole company.

Edge cases and common mistakes

- **Someone leaves.** Don't delete their record: untick **Active employee** and enter the **leaving date**. An inactive employee cannot clock in, but their history is kept — and it has to be kept: the working time record must be retained for **four years** under article 34.9 of the Estatuto de los Trabajadores.

- **You want to assign them a workplace.** You choose it in their record, in the **Workplace** field, and there can be at most one per person. If you leave it blank, neither the geofence nor the network of any workplace applies to that person.
- **The same person in two records.** This isn't possible within the same company: the record is tied to a user and there can only be one per user.
- **You have added them without a start date.** Their onboarding tasks will have been created with no deadline and their first year of holiday will not have been prorated. Edit the record and enter the date; for tasks already created, adjust the due date manually.
- **You have entered 'whatever' for their holiday days just to get it done.** That number is the one the application will use to block an approval due to insufficient balance. Get it right from the start or you will have to redo approvals.

Frequently asked questions

Can I add someone without giving them access to Fube?

No. The employee record must be based on a user in your account: no user, no record. What you can do is give them a very limited role, so that they only see their own area.

What is the difference between deactivating an employee and deleting them?

Deactivating them takes them out of day-to-day activity — they cannot clock in — and keeps all their history, which is what the law requires you to retain. Deleting is for a record created by mistake, not for someone leaving.

Can I import my whole workforce instead of going one by one?

Yes: employees are one of the entities Fube can import from a file, and the column it uses to avoid duplicates is the **employee code**. You'll find the procedure in the guide to migrating data from another program. Even so, afterwards check each person's contract type and start date: they are the two fields that cost the most when entered wrongly.

Does the employee see what I have written in their record?

They see their own information, not the administrative record: their clock-ins, their schedules, their holiday balance and their documents. You'll find it in the guide to the **employee portal**.

Where do I set up departments and workplaces?

In the Team module itself, before adding anyone. You'll find the details in **workplaces and departments**.

Fill in the record properly once and never touch it again

Of the fifteen fields on the form, four really matter: the user, the start date, the contract type and the holiday days. With those four entered correctly, that person's clock-ins, holidays and payroll add up on their own for the rest of the year.

You'll find the whole module in **employees**, within **Fube's Time tracking and HR**. If you don't use it yet, **create your free account** and add the first person on your team.

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