Fube

GUIDE

How to enable clock-in geolocation by workplace



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> Recording working hours has been mandatory since RD-ley 8/2019, but knowing that someone clocked in **from where they said** is another matter. If your team works on site, at a building site or spread across several locations, you will want each clock-in to record where it was made, without having to monitor anyone in real time. This guide is for the manager or administrator who wants to enable geolocation at a specific workplace: setting the location, defining a radius in metres and deciding what happens when someone clocks in from outside that radius.

Geolocation in Fube is **optional and configured per workplace**: you enable it only where it adds value and leave it switched off everywhere else. It is not a requirement for clocking in.

Before you start

Approach this sensibly from the outset, because a person's location is **personal data**. Before enabling it you need:

- **The workplace already created** in Fube, with its address. If you don't have it yet, create it from the **workplaces and departments** management page.
- Permission to edit workplaces and employees, which the **Owner** and the **HR Manager** have: employees cannot configure this, and nor can department managers.
- To have **informed your staff** and to have a **lawful basis** under the GDPR and the LOPDGDD for processing their location. Enabling geolocation without telling them is not an option: inform them in writing and, if you have doubts about the legal basis or the proportionality of the measure, consult your employment adviser or your data protection officer. Fube gives you the tool; the decision and its legal footing are yours.

Step 1 — Open the workplace

The manager opens the settings of the workplace they want to geolocate. Each workplace stores its address, its time zone and — once enabled — its geolocation data. The **geofence** — coordinates, radius and policy — lives in the workplace, so the whole team assigned to that site shares the same rule. What is enabled person by person is *whether* location is required when they clock in: that is a switch on the employee's record, and without it nothing is checked, however well configured the workplace may be. You'll see this in step 5.

Step 2 — Set the workplace coordinates

On the workplace record, the panel asks for the **latitude** and **longitude** of the reference point (the office entrance, the warehouse, the premises). Those two coordinates are the centre of the valid clock-in area. Without coordinates, there is no location check: clock-ins at that workplace are recorded as normal, without checking where they were made.

Step 3 — Define the allowed radius in metres

Next, the manager enters the **allowed radius**, expressed in **metres**. This is the maximum distance from the workplace coordinates within which the employee is considered to be 'on site'. Fube draws a circular geofence: the coordinates from the previous step are the centre and the radius marks the edge.

Choose the radius according to the actual size of the space. A radius that is too tight will produce false negatives because of the inherent inaccuracy of mobile phone GPS; one that is too wide no longer validates anything. A reasonable margin covering the building and its immediate surroundings usually works better than a pinpoint circle.

Step 4 — Choose the geofence policy

Here you decide **what happens when someone clocks in from outside the radius**. Fube offers two policies per workplace:

- **Block clock-in (BLOCK)**: does not allow clocking **in** if the employee is outside the allowed radius. The clock-in is not recorded until they are inside the area. Clock-out and breaks are never blocked: if someone leaves the radius with their shift still open, they can still clock out, and a geofence violation incident is recorded. If clock-out were blocked, the record would show them working until the automatic close.
- **Allow with incident (ALLOW_WITH_INCIDENT)**: allows clocking in even when outside the radius, but creates a **geofence violation incident** for a manager to review later. The employee is not prevented from clocking in; it is flagged.

This is the key decision in this guide. The **allow with incident** option is the one that fits the approach of 'validating presence without real-time monitoring': nobody is watching a screen, but every out-of-area clock-in leaves a trail that can be reviewed at leisure. The **block** option is stricter and is best reserved for workplaces where clocking in off the premises makes no sense.

Step 5 — Enable geolocation for each employee

The workplace settings define **where** the valid area is, but that is not enough for it to be checked. The location requirement is enabled **employee by employee**: on each person's record there is a **Geolocation required** switch — 'the employee must allow access to their location when clocking in' — and, while it is off, their clock-ins are **not checked against the geofence**, even if the workplace has it perfectly configured.

This is the piece most often forgotten: the workplace is configured, a test is run, nothing happens and the feature seems broken. Enable it for the people assigned to that workplace. In the employee list there is a **Geoloc.** column so you can see at a glance who has it enabled.

And assign them the workplace, which is the other half: on the same record there is the **Work centre** field, just below the department. Anyone with no workplace — neither their own nor any other — is not subject to any workplace's geofence or network, even if their switch is on. If someone clocks in at more than one site, you'll find this further down, in the section *If someone clocks in at more than one workplace*.

The same record also shows a geofence specific to the employee: their **latitude**, their **longitude** and an **allowed radius** measured from them, for people who don't clock in at a workplace. It acts only as a fallback: if any of their workplaces has a latitude, longitude and radius, the workplaces' values take precedence. When Fube falls back to the employee's radius — because none of their workplaces has a latitude, longitude and radius recorded — the policy you chose in step 4 for their workplace still applies. If the employee has no workplace, the clock-in is blocked.

When you turn the switch on, the record reminds you that location is personal data: enable it only if you need to know where people clock in from, and inform the employee beforehand and, if there is one, the staff representatives.

Step 6 — Inform the team and check the first clock-in

Before assuming it works, **tell the team** and run a real test. When an employee assigned to that workplace clocks in, the browser **asks them for location permission**. The position is taken at the moment of each punch (clock-in, break and clock-out), not when the screen is opened. Fube compares it with the workplace's geofence and stores the latitude and longitude of the clock-in alongside the clock-in and clock-out. In their history, each geolocated record appears as **With location**, and the employee can see the map of their own clock-in and clock-out from their personal clock-in area.

You'll find full details of how each person clocks in, with or without geolocation, on the **clock-ins and working hours record** page.

No reliable location: clocking in from the workplace network

In an office where the phone or computer does not give a reliable position, you can require something else: that clock-in is done **from the office connection**. In the same workplace, under **Network clock-in**, enter in **Allowed IP ranges** the public addresses of your connection, one per line, individually (`203.0.113.25`) or as a range (`203.0.113.0/24`); both IPv4 and IPv6 are accepted. If you don't know what they are, ask whoever manages your network or your internet supplier.

In **From another network** you choose what happens if someone clocks in from outside those ranges, just as with the radius: **Block clock-in** (what applies if you don't choose anything), which tells the employee which connection they tried from, or **Allow with incident**, which lets them clock in and logs an **Clock-in from another network** incident for you with the address. The same rules as the geofence apply: only the **clock-in** is blocked; clock-outs and breaks are always recorded (with their incident if they come from outside), and **remote working** is not checked against the office network. With the list empty, the network is not checked.

You can use both at once in the same workplace: location and network are each checked separately.

If someone clocks in at more than one workplace

Some people split their week between two sites, or cover the shop on Saturdays. You don't need to change their workplace each time: in their profile, below **Work centre**, there is **Other centres where they clock in**, where you choose the other workplaces where they can also clock in. The one in **Work centre** remains their main workplace.

With that, Fube checks all their workplaces at once:

- **The radius.** The clock-in is valid if it is within the radius of any of their workplaces that has a latitude, longitude and radius. If it is outside all of them, Fube measures the distance to the nearest one — and, if they have several with a radius, the warning says which one — and applies the **policy of the main workplace**: block or allow with incident. If the main workplace has no radius set, the policy of another of their workplaces that does have one applies.
- **The network.** The same: the connection of any of their workplaces that has **Allowed IP ranges** is valid, and from another network, whatever **From another network** says in the main workplace applies (or, if the main workplace has no ranges, in another of their workplaces that does).
- **The kiosk.** A clock-in kiosk with a workplace shows the employees of that workplace and also those who have it among their other workplaces.

The clock-in also records **which workplace it was made at** when there is a way to know: the one whose radius they were within, the one whose network they clocked in from, or the kiosk's. If there is none of these three pieces of evidence, it is left without a workplace. Currently this information does not appear as a column in the clock-in list.

What doesn't change: the person's **time zone** and **announcements** targeted at a workplace still come from their main workplace. And their own geofence, the one in their profile, only applies if **none** of their workplaces has a radius.

Edge cases and common mistakes

- **The employee denies location permission.** If geolocation is enabled for that person, without location they **cannot clock in**: Fube shows them a warning asking them to enable location on the device, and the clock-in is not recorded until then. Clock-outs and breaks are recorded without location, so that a phone with no signal doesn't leave the shift open. That's why it's a good idea to communicate the policy before enabling it, so that nobody finds they can't clock in without knowing why. (This is different from clocking in **within** the app **outside the radius**, which does depend on the policy in step 4.)
- **Inaccurate GPS indoors.** In large warehouses or basements the signal can degrade and place a correct clock-in outside the radius. If you see false positives, widen the radius slightly before tightening the policy to blocking.
- **Remote or mobile staff.** For those who work remotely or have no fixed site, the sensible thing is **not** to geolocate: leave their *Requires geolocation* toggle off and their clock-ins are recorded without validating location, even if the workplace has a geofence configured.
- **Blocking too strict.** If you start with the blocking policy and the team can't clock in because of GPS margins, switch it to allow with incident while you adjust the radius. Any incidents that build up are reviewed from the management of **time tracking incidents**.

Frequently asked questions

Is it mandatory to geolocate clock-ins? No. Geolocation is **optional** and is configured per workplace. Recording working hours is mandatory under Royal Decree-Law 8/2019, but you can comply without geolocation: enable it only where you need it.

What happens if an employee clocks in from outside the radius? It depends on the workplace's policy and on whether it is a clock-in. With **block clock-in** they are not allowed to clock in until they are within the area; with **allow with incident** they clock in anyway, but it is flagged with an incident for a manager to review. Clock-outs and breaks outside the radius are always recorded, with an incident.

Can the same person clock in at several workplaces? Yes. As well as their workplace, in their profile you choose **Other centres where they clock in**. The clock-in is valid within the radius, from the network or at the kiosk of any of them; outside all of them, the policy of their main workplace applies.

Does Fube tell me whether I comply with data protection regulations? No. Fube organises and stores clock-in data and lets you export it, but it **does not submit anything to any authority or decide the legal basis for processing on your behalf**. Informing staff and having legal grounds to process their location is the company's responsibility; check with your adviser or your data protection officer.

Does Fube monitor my team in real time? No. Fube stores the location **at the moment of clocking** (clock-in, break and clock-out); it does not track continuously. The manager reviews clock-ins and incidents whenever they want, not live.

Take the next step

With the workplace geolocated, every clock-in and clock-out records where it was made and exceptions are reviewed through incidents, without monitoring anyone. If you are still setting up time tracking for your team, start by organising your sites and areas in **workplaces and departments** and **create your account** to enable it. Time tracking and HR are included in the Business and Elite plans; you'll find the breakdown on the **pricing** page.

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