Fube

GUIDE

How to record your employees' working hours with Fube (start, break and end of day)



fube.es

Updated · 16 November 2026

How to record your employees' working hours with Fube (clock-in, break and clock-out)

> Recording working hours has been **mandatory** since Royal Decree-Law 8/2019: if you have employees, you have to record the start and end time of each person's working day, keep those records and let employees access their own. The hard part is hardly ever clocking in; the hard part is **being able to prove it** without spreadsheets that get edited without leaving a trace or paper timesheets that go missing. This guide is so that your team can start clocking in, taking breaks and clocking out in one click, and so that you have the history organised (and signed by whoever touched it) on the day someone asks you for it.

Before you start

Before the team clocks in, it's worth having a couple of things in place:

- **Time tracking enabled on your account.** In Fube, the time tracking and HR module is included in the Business and Elite plans. If you don't have it yet, you can check it out on the pricing page.
- **Each person set up as an employee**, with their own user to log in to Fube. If someone tries to clock in and Fube can't find an active employee profile linked to their user, they won't be able to clock in until their administrator sets it up for them.
- **If you're coming from another time tracking tool**, once your staff are set up you can bring over their clock-in history: you'll find how in the guide to importing clock-ins from another tool.
- **Decide whether you want geolocation.** It's optional. If you enable it for a workplace, Fube will check that the clock-in falls within the radius you define. If you don't need it, don't enable it: clocking in works just the same without it.

There's no need to install a physical time clock or wall-mounted terminal: clocking in is done through software, from the browser on a computer or mobile phone. You can see the details of how it works on the **clock-ins and working hours record** page.

Step 1 — The employee opens their time clock

Each person logs in to Fube with their own user and clocks in from one of these two places:

- **The My time panel**, which opens on the right from the stopwatch button in the top bar. It's on every page, including in the mobile browser, and it's the one they'll use almost every day.
- **The clock in Team overview**, under *Your working day*, showing the status and the time accumulated for the day in an easy-to-read size.

Both record clock-ins in the same register, so it doesn't matter which one each person uses.

And a note that heads off the most common question: 'My clock-ins' is not where you clock in. That screen is for viewing your own history (the days of the month, the hours, the corrections requested), not the clock. If someone tells you they can't find the clock-in button, they're almost always looking there.

Step 2 — Clock in

At the start of the working day, the employee clicks **Clock in**. If their schedule allows them to work remotely, the button first lets them choose between **On site** and **Remote**. From that moment on, the clock counts the time worked live and the panel shows the current status. Fube saves the exact start time.

If the workplace has geolocation enabled, the browser will ask for location permission when clocking in and Fube will record where the clock-in took place, checking it against the workplace's radius. In the history, those records are marked as **With location**, and from the clock-in's menu you can open **View location** to see the map and the clock-in and clock-out coordinates.

Step 3 — Pause and resume during the working day

When the employee stops (for example, for lunch), they click **Take a break**. The clock shows the paused status; when they come back, they click **Resume** and the working day continues where it left off. Each period is recorded separately, so the day's total distinguishes working time from break time without anyone having to do mental arithmetic.

Whether a break is deducted from time worked or not is up to you, not the clock. By default, a break counts as rest time and is deducted. But if you define **break types** for your company, you can mark the ones your collective agreement recognises as paid time (the classic fifteen-minute break) and those **add** to time worked instead of being deducted. With any type enabled, **Take a break** opens a menu to choose which one; with none, the break starts straight away and doesn't count. You'll find it all in the guide to **break types**.

Step 4 — Clock out

When they finish, the employee clicks **Clock out** (in the **My time** panel the button is called **Out**). Fube closes the clock-in, automatically calculates the length of the working day from the clock-in and clock-out times, and adds it to their history. With geolocation enabled, the clock-out location is also recorded.

From then on, the person can check their own history in **My clock-ins**: date, clock-in and clock-out, breaks and total hours for the day, on a 24-hour timeline.

If there isn't a computer or mobile phone for each person at the workplace: the kiosk

In a warehouse, a workshop or a shop, not everyone always has their own computer, and you may not want them clocking in with their personal phone. That's what the **clock-in kiosk** is for: a tablet at the entrance where each employee picks their name from the list, enters their PIN and clocks in, pauses, resumes or clocks out. The clock-in is the same as in the **My time** panel (with the same rules, incidents and hours calculation), and in the history it's recorded with the source **Kiosk**.

It takes three steps to set up: a PIN for each person, activating the tablet from **Team > Employees > Clock-in kiosks** and opening the kiosk, which signs you out in that browser. You'll find it step by step, including what the person clocking in sees and what to do if the tablet stops working, in the guide to **setting up a clock-in kiosk on a tablet**.

Step 5 — The manager reviews the history for the whole company

From **Team > Time tracking > Clock-ins**, the manager sees the record for **the whole company**, with filters by employee, by date range and by clock-in type. This is the view used to close the month.

Step 6 — Correct a clock-in without erasing the trail

This is what sets a defensible record apart from a spreadsheet. There are two routes depending on who spots the error, and neither of them allows a time to be changed silently.

If the employee spots it, they don't touch anything: from **My clock-ins** they *request a correction*, propose the time that should appear and write a reason. Their manager approves or rejects it. On approval, Fube applies the times to the clock-in and records **who edited it** and **why** —the reason the employee wrote—, so the adjustment is explained within the record itself.

If an administrator or a manager spots it, they can create or edit the clock-in directly from **Team > Time tracking > Clock-ins** —with **Add clock-in** for a new entry—, subject to three rules worth knowing beforehand:

- **A reason is mandatory for every change.** Without one, Fube rejects the change. It isn't a courtesy field: it's what later justifies the correction to an inspector.
- **Nobody can create or edit their own clock-ins**, not even with full permissions. This is segregation of duties: someone else has to do it. If you are the administrator and you forgot to clock in, you need a colleague with permissions.

- **A manual entry is labelled as such.** When an administrator **creates** a clock-in from scratch, the record is marked as a *manual entry* and stamped with the source *Admin* automatically. Note the subtlety: **an edit doesn't carry that mark, nor does a correction approved for the employee** — those are identified by their author and their reason. If you filter by *manual entry* looking for everything touched by hand, you'll miss what was edited. And conversely: clock-ins that you **import** from another tool also carry that mark, with the source *Imported*.

And every change leaves a history. In the menu of any clock-in you have **View change history**: who modified it, when and the **previous value** of each field. This is the traceability you need to justify a correction without relying on anyone's memory.

Step 7 — The employee's acknowledgement of what you have changed

When the company modifies someone's clock-in, that person can **acknowledge** or **dispute** it from **My clock-ins**. In the clock-in list you'll see the status of each record:

Status	What it means
Pending	The employee hasn't reviewed the clock-in yet
Acknowledged	They have accepted it as it is
Disputed	They have disagreed, with a written reason

Use the **Disputed only** toggle in the list header to review at a glance what someone has rejected and resolve it. And bear one thing in mind: **if you edit a clock-in that had already been acknowledged again, the acknowledgement is cancelled** and the person will have to review the new value. This is deliberate — an acknowledgement applies to what was accepted, not to whatever comes afterwards.

And acknowledgement of the whole month. In addition to acknowledging each clock-in, each person can acknowledge the working time record for a month that has ended, from **My clock-ins**: Fube saves the PDF for that month in their documents and records who, when and exactly which document. You can see who has acknowledged each month in the **Acknowledgement** tab of the **hours reports**. It works just like the one for each clock-in: **if you create, edit or delete a clock-in in a month that has already been acknowledged, that acknowledgement is cancelled** and the person has to give it again. They receive a notification that takes them to My clock-ins.

Step 8 — Produce the working time record

You have two different deliverables and it's best not to confuse them.

The per-employee report, in PDF. This is the document under **article 34.9 of the Workers' Statute**, the one shown to the Labour Inspectorate. From **Team > Employees > Employees**, open the person and go to **Statistics**: there you have **Download working time record (PDF)**. You choose the range and Fube generates the report with one line per day —date, clock-in, clock-out, hours worked, break and overtime hours— and an identifying header with the company, the CIF, the employee, their DNI, their job title and their workplace. If the person is external, the header also states their **relationship** (temporary employment agency or contractor) and the **assigning or principal company**, which is what indicates who keeps the record.

From that same screen you can **archive the month's report** as an employee document, to keep it and hand it over with the payslip.

And each person can download their own. From **My clock-ins**, the employee themselves has the download button for the month they are viewing. This is exactly what the law requires: employee access to their own records, without having to ask you.

Bulk export, in Excel or CSV. For several people or a long period, go to **Team > Hours and balances > Reports**. Each hours tab offers its download in **CSV** and in **Excel**: the clock-in detail is exported **in full on the server**, with no row limit, for the range you choose; the aggregated reports —hours worked, overtime and balances per employee— reflect what you have loaded on screen.

Keeping the record for **four years** is the company's obligation, not Fube's. Fube keeps the history for as long as you are a customer —searchable without limit using the date filters— and, if you cancel your account, hands it over to you in full before deleting it, so that you can continue to meet that period on your own.

Edge cases and common errors

- **An employee forgot to clock out.** If the clock-in stays open for more than twelve hours, Fube closes it automatically in the early hours and raises an *automatic closure* incident so that someone can review it. It isn't a correction: it's a warning that the actual time for that day needs checking and adjusting through the process in step 6.

- **The administrator is the one who forgot to clock in.** They can't fix it themselves. Have it corrected by another person with permissions: segregation of duties has no exceptions.
- **Someone denies location permission.** If geolocation is enabled on their record, Fube needs the location to clock in: without permission, the clock-in isn't recorded until they enable it. And if they clock in **outside the radius** of the workplace, by default it is rejected. Clock-outs and breaks are always accepted, even if the location is missing or outside the radius, so that nobody is left with their shift open. Let the team know before enabling it; the details are in the guide to **geolocation by workplace**.
- **Fube can't find the employee profile.** If, when opening the clock, it says there is no active employee profile, the user isn't linked to an employee record: the administrator must set it up before they can clock in.
- **Someone can't start a new clock-in and doesn't understand why.** If their schedule has a maximum number of daily hours and they have already reached it, Fube won't let them keep clocking in that day.
- **You filtered by 'manual entry' and corrections are missing.** That label only marks clock-ins **created** by an administrator and those **imported** from another tool. Anything edited or corrected at the employee's request is identified by the author of the edit and its reason, not by that mark.

Frequently asked questions

Does Fube's clock-in meet the mandatory working time record requirement?

Fube records the start and end time of each working day and gives each employee access to their own, in line with Royal Decree-Law 8/2019. The four-year retention period required by law is the company's responsibility; Fube keeps the record for as long as you are a customer and hands it over to you if you leave. Covering time recording is one part of employment regulations: it does not exempt you from your other obligations, so if you have any doubts about your situation, it is best to consult your adviser.

Can employees clock in from their mobile without installing a physical time clock?

Yes. They clock in from their mobile browser, using the same **My time** panel in the top bar, without installing anything. You don't need hardware or a wall-mounted time clock: recording is done by software, with or without geolocation.

What if my employees have neither a computer nor a mobile at work?

Set up a **clock-in kiosk**: a shared tablet at the entrance to the workplace on which each person clocks in with their PIN. It is activated from the tablet itself in **Team > Employees > Clock-in kiosks** and each clock-in is recorded with the source *Kiosk*. How to set it up is explained in the **clock-in kiosk guide**.

Can employees change their own clock-ins?

No. Only administrators and managers edit clock-ins, and never their own. The employee can request a correction, stating the time and the reason, which remains pending approval.

In what format can I export the record for my adviser or an inspection?

Three: the **PDF per employee** under article 34.9, which is the one you hand over to the Labour Inspectorate; and the bulk export in **Excel** or **CSV** from **Team > Hours and balances > Reports**, which is the convenient one for your adviser.

What is a ‘disputed’ clock-in?

One that you modified and that the employee **does not agree with**: they have recorded their disagreement with a reason. Filter by *Disputed only* to review and correct them or discuss them with the person.

Get your team clocking in

With time tracking enabled, your team can start clocking in, taking breaks and clocking out today, without installing anything and with the history kept from the very first clock-in. Time tracking is part of the **time tracking and HR** module, alongside schedules, shifts, holidays and payroll. If you want to get started, **create your account** and set up your staff.

Fube

START TODAY

Put this into practice with Fube

Create your free account and issue your first Verifactu-compliant invoice in minutes. No card, nothing to install.

fube.es

Invoicing and business management for freelancers and SMEs in Spain