Fube

GUIDE

How to compensate overtime with Fube's hours bank



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> When the team works extra hours, the next conversation is always the same: are they paid or given back as time off? The hard part isn't deciding, it's **keeping track** — who has what outstanding, how much has already been given back and what carries over from one year to the next. In Fube that tally keeps itself in the **time bank**, and all you have to do is record when you give hours back.

This guide is for the manager or HR administrator whose team is already clocking in and who wants to close the loop: from extra hours to an afternoon off or a payslip.

Before you start

The time bank isn't a sheet where you jot down numbers: **it fills itself** from the consolidated daily balances. For it to contain anything, you need the following to be in place:

- **Each person with their schedule assigned, or with their shifts on a published shift rota.** Without planned working hours there is no excess to measure, because Fube doesn't know what to compare against. On days when someone has a shift, their working day is that shift.
- **The work calendar loaded**, and it's worth knowing why. A public holiday that **hasn't** been added is treated as a normal day: only what goes beyond the planned working hours counts as excess, and anyone who doesn't clock in that day ends up with a shortfall. **Properly added**, whatever is clocked that day counts as hours worked but doesn't go into the time bank, unless you choose to count it as overtime. We cover this in step 2; the step-by-step guide to the calendar is in **set up public holidays**.
- **Time tracking enabled**, which is included in the Business and Elite plans; the breakdown is on **pricing**.

Step 1 — Check each person's balance

Go to **Team > Hours and balances > Time bank**. Each row is one person's time bank for a year, and it shows three figures that are easily confused:

Column	What it is
Accrued	Everything that has gone in this year, already multiplied by your rules
Compensated	What has already been given back, as time off or as pay
Outstanding	What is still to be given back

And no, they don't add up by subtracting. Outstanding isn't accrued minus compensated: the actual formula is *accrued + carried over from the previous year − compensated*, and that carry-over has no column of its own. If the figures look odd, that's almost always why. We cover it in step 4.

Step 2 — Understand what goes into the time bank and what doesn't

This saves half the questions:

The time bank only adds up excess. Days when someone works less than planned **don't subtract** from their time bank: that shortfall lives in the daily balance, not here. That's why the time bank **never shows a negative number**: the three figures bottom out at zero.

Not all excess goes in, only what counts as overtime, and it's multiplied. Each overtime hour goes into the time bank at the **multiplier** of the overtime rule that applies to it: with a rule at ×1.75, two overtime hours add 3 h 30 min to the time bank. Without rules, each overtime hour goes in as one hour. The daily, weekly or monthly caps in your rules trim overtime before it is multiplied. And above all of them, the **legal cap of 80 overtime hours a year** from article 35 of the Workers' Statute applies, whether or not you have rules set up: once that's reached, a day stops adding to the time bank even if more hours are worked.

The cap counts overtime hours, not time bank hours. With multipliers, the time bank can exceed 80 hours without anyone reaching the cap: 80 overtime hours at ×1.75 make 140 in the time bank. And days calculated before Fube started multiplying the time bank went in unmultiplied and stay that way.

Public holidays and approved absences don't go into the time bank. A day covered by the work calendar or by an approved absence isn't a working day: whatever is clocked counts as hours worked, but not as overtime, so it neither goes into the time bank nor uses up the 80-hour cap. Fube opens a *Clock-in on a public holiday* issue so that whoever reviews it can decide whether those hours are paid or compensated with time off. If you'd rather they counted as overtime, turn on the **Work on public holidays and absences** toggle on the **Overtime rules** screen: then everything clocked on those days is overtime, goes into the time bank at its rule's multiplier and uses up the cap like any other. It's off by default, and changing it doesn't recalculate days already calculated.

On a flexible schedule it's measured by week. A long day doesn't generate overtime on its own as long as the week stays within the agreed working hours. This is the practical difference between marking a schedule as flexible or not, and it's worth settling before you start accruing.

Step 3 — Record the compensation

Open the person's time bank and click **Record compensation**. There are four fields:

- **Compensation type**, and this is the key decision:
  - **Time off** — the balance is given back as free time. An afternoon, a day, whatever you agree.
  - **Pay** — the balance is settled in money, if your collective agreement allows it.
- **Hours to compensate** — how many you give back with this entry, in time bank hours: if two overtime hours went in at ×1.75, giving them back in full as time off is 3 h 30 min.
- **Compensation date** — when it's taken or paid.
- **Notes** — optional, but it's what will explain the entry six months from now. ‘Afternoon off on the 12th for the campaign hours’ is worth far more than a bare number.

You can't compensate more than is pending. If you try to record ten hours when six remain, Fube rejects the entry and tells you how many are available. This is a deliberate safeguard: the hours bank cannot be left negative or inflated by hand beyond what was actually worked.

As soon as you save, the **Compensated** and **Pending** columns are recalculated. And if you delete a compensation, they are recalculated too: the balance goes back to where it was.

A full day of rest also appears in the absence calendar. If the compensation is rest and covers that day's working hours according to the person's schedule, Fube creates an already approved absence of type **Compensatory rest**, which doesn't use up holiday: that day doesn't count as a missing clock-in and doesn't require working hours. If you delete the compensation, the absence is cancelled. A compensation of a few hours doesn't create an absence, because an absence frees up the whole day and the rest of the working day still has to be worked.

Step 4 — Year-end closing doesn't take away the balance

The hours bank runs by calendar year, and there is a widespread belief here worth dispelling: **pending hours don't expire on 31 December**.

In the **early hours of 2 January**, Fube automatically carries over whatever remained pending from the previous year to the new year's hours bank. The old hours bank is left untouched — it stays as it is, as a record — and the new one starts with that carry-over included in its **Pending** figure. That's why the three columns don't add up by subtraction: the carry-over is inside the pending figure and has no column of its own.

What is worth doing before closing the year is not rescuing the balance, but **deciding what to do with it**: how much is given back as rest, how much is paid out and how much you accept carrying over. It's a matter of company policy, not a technical deadline.

Edge cases and common mistakes

- **Nothing accrues for someone who works part-time.** This is correct and it's the law: hours beyond the agreed working hours of a part-time contract **are not overtime, they are supplementary hours** (Article 12 of the Workers' Statute), and they are paid; they don't go into the hours bank. You'll see their excess in the daily balance as supplementary hours, not here.

- **The hours bank has grown for no reason.** Check three things. First: the multiplier in your overtime rules, because with ×1.75 each hour of overtime is 1 h 45 min in the hours bank. Second: whether you have enabled work on public holidays and during absences to count as overtime, in which case those days count in full. Third: a person with no assigned schedule and no default company schedule has no working hours to compare against, so their days count in full as excess.
- **You want to adjust the hours bank upwards.** You can't. Only compensations, which subtract, can be recorded. If the balance is lower than it should be, the correction goes in the clock-ins or the schedule, not in the hours bank.
- **You compensated and the pending figure doesn't drop as much as you expected.** Check whether there's a carry-over from the previous year included in the pending figure.
- **Someone leaves the company with a pending balance.** Settle it with a compensation of type *Remuneration* before removing them, so the entry is recorded with its date and reason.

Frequently asked questions

Can the hours bank go negative?

No. It only accumulates excess hours and never drops below zero. Days with a shortfall of hours are shown in the daily balance, under **Team > Hours and balances > Hours balance**, not in the hours bank.

Are pending hours lost at the end of the year?

No. On 2 January they are carried over automatically to the new year's hours bank and added to its pending balance.

Do compensations affect holiday?

No. They are two independent systems: an afternoon off for overtime doesn't deduct days of holiday. You'll find the details in the guide on **team holidays and absences**.

Is there a limit on the hours that can be accumulated?

For overtime, yes: the 80 per year set by Article 35 of the Workers' Statute, plus any limits you define in your rules. For hours bank hours, no: as they are added multiplied, the hours bank can exceed 80 without anyone having reached the limit. Overtime hours given back as rest within the following four months no longer count towards the limit; those that are paid still do. This is explained in step 2.

What if I prefer to pay overtime through payroll?

Record the compensation as **Remuneration** so the balance is settled, and transfer it to the month's payroll. The full closing process is in the guide on **preparing your team's payroll**.

Close the overtime loop

A well-kept hours bank turns a recurring argument into a thirty-second entry: you can see what is owed, record how it's given back and keep a record of when. You can see how it fits in with the daily balances in **balances and hours bank** or **create your account** to get it up and running with your team.

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