Fube

GUIDE

The employee portal: view your clock-ins, absences and schedules



> When you work for a company that uses Fube, you don't have to write to HR to find out how many hours you've worked, how many days of holiday you have left or where your payslip for the month is. You have your own space within Fube — the **employee portal** — where you check your own information and sort out by yourself what you used to have to ask about. This guide takes you through every corner of that space: what you can look up, what you can do yourself and what remains in HR's hands.

One thing worth being clear about from the start: much of the portal is **read-only**. Being able to see your clock-ins, your schedules or your incidents doesn't mean you can edit them by hand; for the actions you can carry out (clocking in, requesting a correction, giving your approval, requesting or cancelling an absence) there are clear workflows that you'll see here.

Before you start

The employee portal is part of Fube's **Time tracking and HR**, which is included in the **Business and Elite plans**: if your company is on a different plan, these screens don't appear, and that's decided by whoever manages the subscription, not you. With the module active, you as an employee only need your login: when your company registers you, you sign in with your username and see only your own space, with your own data. You don't see your colleagues' personal or contractual details, only their availability where applicable.

Each person sees **only their own information**. Decisions that require approval — an absence, a clock-in correction — go to whoever manages the team, who approves or rejects them. Your absences and your hour balances can also be handled by the **head of your department**, if there is one.

My clock-ins: check your history (and request corrections)

This is where most people get confused, so let's get straight to the point: **My clock-ins** is a **read-only** screen, not the place where you clock in.

What you see is a **monthly calendar** with three indicators at the top: **Time worked**, **Expected time** (what you were due to work according to your schedule) and the difference between the two, which appears as **Surplus** if you've worked extra or as **Shortfall** if you're short. Below, there's a row for each day with the total hours and a 24-hour timeline.

When you expand a day, each clock-in shows:

- Its **type**: Work, Break or Remote work, with its colour.
- The **time slot** (from what time to what time) and its **duration**.
- The **location** on a map, if the clock-in was recorded with geolocation.

If you spot an error — you forgot to clock out, a break was recorded incorrectly — you don't edit the clock-in by hand (the law doesn't allow it). Instead, you click **Request correction** on that clock-in, enter the correct time and the reason, and HR reviews it. Once it's approved, the clock-in records **who modified it and for what reason**, which is the audit trail the law requires. You can track the status of what you've requested — **Pending**, **Approved** or **Rejected** — in the section listing your change requests.

So where do you clock in?

Real-time clock-in — clocking in, taking a break and clocking out, with the clock that shows your status — **is not in My clock-ins**. You'll find it in two places; use whichever suits you best:

- The **My time** panel, which you open with the stopwatch button in the top bar and which is available on every page. It also works in your phone's browser: there's nothing to install.
- The **Your workday** clock, in the **HR overview**, in a large size.

If you're not in the habit yet, the guide on **clocking your working day (in, break and out)** explains it step by step.

Download your working time record as a PDF

This is the feature hardly anyone uses and which is, quite literally, one of your rights. From **My clock-ins**, the **Download working time record (PDF)** button gives you the official report for the month you're viewing: start and finish times for each day, hours worked and breaks.

It's the record required by **article 34.9 of the Workers' Statute (Estatuto de los Trabajadores)**, which your company is obliged to keep for four years, and you have it available without asking anyone. If you ever need to prove your working hours — a claim, a change of employer — this is the document that counts.

Agreeing or disputing

One of your closed clock-ins may be left **pending your review**, and there you have two actions which are, once again, a right and not a courtesy. This is what you use when the company **has modified** one of your clock-ins and you don't agree:

- **Agree** — you accept the clock-in as it stands.
- **Dispute** — you don't agree; you write the **reason** and your dispute is recorded so that HR can see it.

The clock-in's status tells you where things stand:

Status	What it means
Pending review	You haven't said anything about that clock-in yet
Agreed	You gave your agreement
Disputed	You recorded your dispute, with its reason

Two details that avoid surprises. First: **only a closed clock-in allows these actions**; there's nothing to review yet on a working day still in progress. Second: if **the company edits** that clock-in again after you've responded, your agreement or dispute **is cancelled** and it goes back to pending review. That's as it should be: what you accepted is no longer what's there.

Agree to the whole month

As well as reviewing clock-ins one by one, you can give your agreement to the **working time record for a whole month**. When you're viewing a month that has **already ended** in **My clock-ins**, **I agree with** appears next to the download button, followed by the name of the month — *I agree with October*. The current month doesn't have it, because it can still change.

When you click it, Fube asks whether you agree with that month and, if you confirm with **I agree**, it does three things:

1. **It generates the PDF of the month's working time record**, as it stands at that moment.
2. **It saves it in My documents**, with a title such as *Working time record 10/2026 (agreed on …)*, with the date and time.
3. **It keeps a record of your agreement**: who gave it, when, from which connection and browser, and the **PDF fingerprint** — a code that would change if even a single figure in the document were altered — so there's a record of exactly which record you agreed to.

From then on, that month shows *You agreed on…* with the date and time. It isn't an electronic signature: it's your agreement with what the record says, which Fube keeps. And it applies to the record as it was:

- **If one of your clock-ins for that month is added, changed or deleted** — including when HR approves a correction for you — your agreement **is cancelled**. When you go back to that month you'll see *The company changed a clock-in for this month after you agreed* and the button again, so you can give it on the new record. You'll also receive the notification *Monthly agreement cancelled*, which takes you to My clock-ins. The PDF you agreed to before stays in My documents.
- **Agreeing with or disputing an individual clock-in doesn't cancel it**, nor does someone adding a note to it.
- **If the PDF can't be generated at that moment**, the agreement isn't saved: try again later.

HR can see in its reports who has agreed to each month, but cannot do so on your behalf.

My schedules: see what you're down for each day

My schedules shows you the schedule assigned to you in a **monthly grid** by day of the week. Each day displays its **time blocks** (for example, '09:00 - 14:00') and the total hours; days with no schedule appear as **Off** and bank holidays are highlighted with their name.

In the header, above the calendar, you'll see the **name and colour** of your schedule and two details that belong to the assigned schedule, not to an individual day:

- A **Remote work** badge if your schedule allows remote working.
- A **flexibility** badge such as '±30 min'.

That flexibility margin deserves a paragraph because it changes how you're measured:

- **No flexibility (0 min)**: your start and finish times are compared with the scheduled ones, plain and simple. Arriving ten minutes late is arriving ten minutes late. The badge doesn't appear.
- **With flexibility (±N min)**: that margin is allowed at the start and at the finish, and the emphasis shifts to the **total hours** for the day. Starting at 9:20 with a ±30 min margin doesn't flag anything, as long as you work your hours.

If your company organises work in shifts, on days when you have a **shift**, the shift takes precedence: My schedules displays its name and hours, with the break, instead of the fixed schedule. Shifts from a published shift rota appear, including those HR changes afterwards, but not those from one still in draft. If you only work shifts and have no fixed schedule, the calendar is displayed in the same way, and the month's hours add up what each day shows.

Take your shifts and absences to your phone's calendar

At the bottom of My schedules is the **Phone calendar** card. Click **Create link** and Fube gives you a private address with your **published shifts** and your **approved absences**, which you can add to the calendar you already use:

- **Open in calendar** opens it in the calendar app on your computer or phone (iPhone or Mac Calendar, Outlook), which asks whether you want to subscribe.
- In **Google Calendar**, copy the link with the copy button and add it under **Other calendars > From URL**.

What goes into that calendar:

What	How it appears	From when to when
Shifts from a **published** shift rota, including those changed after publication	With their start and finish times, and the name of the shift rota	From last month to six months ahead
Approved holidays and absences	Full days, as **Holiday** or **Absence**	From last month to a year ahead

Absences appear as *Holiday* or *Absence* and never with their type: that calendar can be seen by anyone with access to your personal calendar, and sick leave is none of their business. Anything pending, rejected or cancelled isn't included, and neither are shifts from a shift rota that's still in draft. A change to an already published shift rota — including an approved shift swap — appears immediately, even if HR hasn't published it again.

The calendar updates itself: each app requests it again at its own pace, within a matter of hours, and **Google Calendar sometimes takes up to a day**. If HR changes one of your shifts, you see it in Fube immediately; in your phone's calendar, when it refreshes.

That link is like a key. Anyone who has it can see your shifts and absences without logging into Fube. If you've shared it by mistake, click **Change link**: the previous one stops working and you have to subscribe again with the new one. **Deactivate** switches it off completely. And if you leave the company, it stops working automatically.

My incidents: what the system has detected in your clock-ins

When a clock-in falls outside what was expected, Fube records it as an **incident** and you can see it in **My incidents**. You don't have to look for it or request it: it appears automatically.

Each row shows its **type** — missing clock-out, clock-in on a bank holiday, insufficient hours, outside the permitted area, automatic closure… — its **severity**, its **status** (Open, Resolved or Ignored), the **date** and a description.

It's purely a view-only screen: **you can't close or resolve an incident**; that's done by whoever manages the team. What you can do is view it and act accordingly: if the incident is ‘missing clock-out’ on Tuesday, you know which correction to request. From the other side, the process is covered in the guide on **reviewing and resolving clock-in incidents**.

My absences: request days off and cancel what you need to

In **My absences** you manage your holidays and leave without writing an email. At the top you have **three cards**: **Available holiday**, which shows the days you have left out of the total you've been allocated ('14 / 22 days'); **Holiday taken**, and **Sick leave**. There is no figure for *days pending approval*: what you've requested and is still unresolved you see request by request, further down, in the **Request history**.

And one detail worth being clear about: **your available balance doesn't go down when you request**. The balance is recalculated when you're approved, so between requesting and getting a reply it keeps showing the same figure. If you request the same remaining days twice, nobody will warn you until the second one is approved.

To **request** an absence, you choose the type (holiday, leave, etc.) and the dates. If the first or last day is a half day — an afternoon off, for example — you tick **Half day (start)** or **Half day (end)**, and that end counts as **0.5 days**. You can add a reason. When you save, the request is **pending** and goes to HR and, if your department has a manager, to them as well, who can approve or reject it.

Your request goes through one of these four statuses:

Status	What it means
Pending	Awaiting a decision from HR or your department manager
Approved	Accepted
Rejected	Refused
Cancelled	Cancelled by you or by HR

And Fube does the calculation, not you: **it only counts working days**, **deducts the public holidays in your company's calendar** and **applies 0.5 to half days**. A Monday to Friday with a half day on Friday is 4.5 days; if a public holiday falls in between, it's 3.5.

What many people don't know: **you can cancel your own requests yourself**, and not just pending ones. In the history, each row has a **Cancel request** button that appears whether the request is **pending** or already **approved** and has not yet started. You don't need to ask HR to cancel an approved absence: you do it yourself from there, and the balance goes back into your allowance. Once it has started it can no longer be cancelled: if you come back early, ask HR to correct the dates.

If you're looking for the details from the perspective of whoever manages the team, see the guide to **managing team holidays and absences**.

My statistics: how much you've worked compared with what was expected

My statistics answers a specific question: am I over or am I short? This information is for you and whoever manages the team, not for your colleagues.

At the top you have five indicators for the period you choose: **Time worked**, the **Expected time** you were due, your **Surplus** or **Shortfall** depending on the sign, accumulated **Breaks** and a **Compliance** percentage (worked versus expected). Below, a chart of **hours worked per day** shows at a glance which days you went over and which you fell short.

You change the period with the date picker, which has five shortcuts — **This week**, **This month**, **Last month**, **Last quarter** and **This year** — plus a custom range for when you want to narrow it down to a specific week.

A shortfall means nothing on its own: it may come from approved absences, from public holidays or from clock-ins that are still pending review. Before you worry, check whether you have any open issues.

My team: who is available right now

My team is the portal's coordination tool: your active colleagues in the company, grouped by their status **today**. You can see whether each one is **Working**, **Remote**, **On break**, **On leave** or **Out**, and you can search for a person by name.

You see nothing else: not their hours, not what time they started, not their personal details, nor the reason for an absence. Just their name and their status.

Three things worth knowing so you don't get the wrong impression:

- **Absent means any approved absence covering today**, whether it's holiday or sick leave: it doesn't say which. An absence that hasn't been approved yet doesn't count, and if that person has clocked in, the clock-in takes precedence.

- **Whoever manages HR sees more than you** on this same screen: each person's hours, the day's timeline and, besides **Absent**, who is on **Holiday**. If the company is large, that view shows the first 100 and displays a notice: 'Showing the first N of …'.
- **A department manager sees a bit more about their people.** If you're appointed manager of one, on this screen you'll see the people in your department with what they've done today — the start time of anyone clocked in, the day's timeline and the time worked — and, above that, the **Pending approval** card, with their absences and their pending hours balances for you to approve, validate or reject. Your own items don't appear there: your requests are still handled by HR. You see the rest of the workforce like anyone else. You'll find this in detail in the guide to **organising your workforce into departments**.

My documents: your payslips, contracts and certificates

What HR gives you — payslips, contracts, tax withholding certificates, an archived monthly working hours report — they upload to your file, and you have it in **My documents**, without having to ask by email. It's a list with the title, category, date and, if the document expires, when; the most recent at the top. Click one and it downloads.

Three things worth knowing:

- **You only see your own**, and you can't upload, change or delete any of them: the file is managed by HR.
- **You don't get any notification** when a new one is uploaded for you. If you're expecting this month's payslip, check for it there.
- The working hours record for the current month isn't in this list: you download that from **My clock-ins**. The months that HR archives and the ones you sign off, however, do appear here.

Announcements and My inbox: what HR communicates to you

Announcements published by HR reach you as a **notification**, with their title and full text, and those still current are also shown on the **Announcements** card in the HR summary: the latest three, and the rest with **View all**, from newest to oldest. You see those addressed to the whole company, to your department or to your workplace; when there are none current, the card doesn't appear. It isn't a wall where everyone posts: it's what the company communicates to you.

The internal inbox is HR's channel for talking to you about a specific matter, and you'll find it in **My inbox**. **Threads are opened by HR or a manager**; you read them and reply. The list shows the thread with the latest message at the top and marks with a dot the ones that have something you haven't opened yet. Each message written to you also reaches you as a notification — *New message received* — with its first few lines, and clicking it takes you straight to that thread.

Each thread has two statuses:

Thread status	What you can do
Open	Read it in full and reply from the box below
Closed	Read the full history, but **not reply**

When HR considers the matter closed, you get the notification *Conversation closed*. If the matter comes up again, they can reopen it and the conversation carries on where it left off. Your reply reaches HR as a notification. And for anything that has its own workflow — requesting days off or correcting a clock-in — use My absences and My clock-ins, not the inbox.

The notifications you receive

Fube notifies you in its **notifications** when HR changes something that concerns you, and each notification takes you to the screen where you can see it:

You get a notification when…	And it takes you to
HR or your department manager **validates or rejects your hours balance**: the notification says who it was and, if they reject it and leave a reason, the reason. If they review several days at once, you get a single notification covering them all	My clock-ins

You get a notification when…	And it takes you to
The company **changes a clock-in in a month you had already signed off**, and that sign-off is cancelled	My clock-ins, to sign it off again
HR **cancels one of your absences**. If you cancel it yourself, you don't	My absences
You are **assigned, changed or removed from a shift** on a shift rota that has already been published — including when a shift swap is approved — or **a shift rota you're on is published**	My schedules
A colleague **asks you to swap a shift**	My schedules, where you accept or reject it
HR **writes to you** in the inbox or **closes a conversation**	That thread, in My inbox

While a shift rota is in draft, changes don't notify you: you get just one notification when it's published.

Edge cases and common mistakes

- **'I want to clock in and I can't find the button in My clock-ins.'** That's normal: My clock-ins is for viewing only. Clock in from the **My time** panel in the top bar or from the clock on the HR overview.
- **'I forgot to clock out.'** The working day stays open. Don't edit the clock-in by hand; click **Request correction** on that clock-in, enter the correct time and the reason, and wait for HR to approve it.
- **'I requested some holiday that has already been approved and in the end I'm not taking it.'** There's no need to tell HR to cancel it: in the history in My absences, click the **Cancel request** button on that row, even if it's approved, as long as it hasn't started.
- **'I've requested days off and my balance hasn't changed.'** That's expected: the available balance is recalculated on approval, not on request. You can see what's queued in the **Request history**, in the **Status** column: rows showing *Pending* haven't been deducted from your available balance yet.
- **'One of my clock-ins has been changed and nobody told me.'** It will appear as pending review. There you decide whether to give your sign-off or disagree, putting your reason in writing.

- **‘I already signed off October and now the button is showing again.’** One of your clock-ins for that month has been added, changed or deleted after your sign-off, so it was cancelled: the notice says *The company changed a clock-in for the month after your sign-off*. Review the month and, if it’s correct, sign it off again.
- **‘The sign-off button isn’t showing.’** It only appears for a month that has already ended: the current month can’t be signed off. Go to the previous month with the month selector in My clock-ins.
- **‘I can’t see this month’s payslip.’** It appears in **My documents** as soon as HR uploads it to your file, without any notification. If it isn’t there, it hasn’t been uploaded yet: ask HR.
- **‘I’ve added the calendar to my phone and I can’t see the shift I’ve just been given.’** The external calendar refreshes at its own pace, and Google Calendar can take up to a day. What counts is My schedules in Fube, which has it straight away.
- **‘One of my shifts has been changed and I haven’t received any notification.’** Only changes to a **published** shift rota trigger notifications; if HR was preparing it as a draft, you get the notification when it’s published.
- **‘I want to write to HR and I can’t open a thread.’** Inbox threads are opened by HR; you reply in My inbox to the ones opened for you, as long as they remain open. For holiday or corrections, use their own workflows.

Frequently asked questions

Can I clock in from My clock-ins? No. My clock-ins is the screen where you **view** your history (calendar, hours, daily timeline), where you **download your working hours record** and from where you **request corrections**. Real-time clock-in is in the **My time** panel in the top bar and on the clock on the HR overview.

Can I cancel an absence that has already been approved? Yes, as long as it hasn’t started. You can cancel both **pending** and already **approved** requests yourself, using the **Cancel request** button on the row in the history in My absences. Nobody else needs to be involved. If it has already started and you’ve come back early, ask HR to correct the dates.

Can I download my working hours record without asking the company? Yes, and that’s what makes this screen valuable. From My clock-ins, with the download button for the working hours record in PDF, you get the official report for the month you’re viewing.

Can my colleagues see my clock-ins or my absences? No, with one exception. Each person sees only their own data, and in My team, at most, colleagues' real-time availability, never their personal data or the reason for an absence. The exception is your **department manager**, if you have one: as the person who can approve them, they see the hours you've worked today, your hour balances awaiting validation and your pending absence requests, with their type and the reason you wrote.

Do I have to sign off every month? In Fube it isn't mandatory: the button is there for when you want to record that a month's record is correct. If your company asks you to do so, you sign it off from My clock-ins for the relevant month. And if any clock-in for that month is changed afterwards, you'll have to sign it off again.

How do I get my payslip or my contract? From **My documents**: HR uploads them to your file and you download them by clicking on them, without asking anyone. You download your monthly working hours record from My clock-ins.

Can I post an announcement or start a topic in the inbox myself? No. Internal communications are posted by HR and reach you as a notification. In the inbox, threads are opened by HR or a manager; you read them in full and reply in **My inbox** as long as they remain open.

Your space, without depending on anyone

The employee portal gives you autonomy: you view your clock-ins and request corrections, give your sign-off or disagree with what the company changes, sign off the record for each month, download your working hours record and your documents, request and cancel absences — pending or approved —, check your schedules, your incidents and your statistics, and reply to HR in My inbox, all from one place and seeing only what's yours. Fewer emails to HR and things clearer for you.

Does your company not use Fube yet, or do you want to see it from the inside? **Create your free account** and discover the **employee portal** within **Fube's Time tracking and HR**.

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