Fube

GUIDE

How to file your employees' documents in Fube



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> The contract is in the accountant's email, Form 145 is in a shared folder, the withholding certificate is on someone's desktop and March's payslip is nowhere to be found. When an inspection comes round, or simply when someone asks for their copy, that scattering costs you hours.

Fube's document file is where it stops being scattered: **every document hangs off a person and a category**, and HR always has it to hand. This guide takes you from setting up the categories to archiving the monthly timesheet, which is the piece almost nobody knows is there.

Before you start

This is an administrative area: the team's documents are managed by whoever has permission over the personnel area. Employees don't upload, change or delete anything; what they can do is view and download their own from their own screen, as we explain in step 4.

Bear in mind too that files take up space in **your plan's storage**. If you're going to upload the contract history for twenty people, check how much room you have on pricing before you start.

Step 1 — Set up the categories first

It's tempting to upload the first contract and think about organisation later. Don't: **the category is mandatory on every document**, so if you don't create them beforehand you'll end up putting everything in the first one that comes to mind.

Go to **Team > Documentation > Document categories** and create the ones you need. Each one has a name, a description, a **colour** that distinguishes it in lists, an **order** and an active toggle.

Four or five are more than enough: *Contracts*, *Payslips*, *Certificates*, *Risk prevention*, *Training*. Any more granularity than that turns into a menu nobody navigates.

Step 2 — Upload the document and assign it to its person

Go to **Team > Documentation > Employee documents** and click **Upload document**.

As well as the file, there are two details that decide where it ends up — the **employee** and the **category** — and an **assignment date**, which is mandatory and is what orders the file: it's the document's reference date, not the date you upload it. A contract signed in January that you upload in September carries the January date.

The **title** is what's read in the list — yours and the person's, in their documents — so write it so it makes sense without opening the file: *Permanent contract 2026* makes sense; *scan_004.pdf* doesn't.

There's also an optional **due date**, for things that expire: a certificate, mandatory training, a work permit. It shows in the list, in the **Expires** column, with a warning in the thirty days beforehand — *Expires in 12 days* — and **Expired** from the following day. The date shown is still valid. And the column can be filtered by date: with *from today to the end of the month* you see what needs renewing this month. What it doesn't do is send an email warning: you see the warning when you open the list.

Step 3 — Archive the month's timesheet

This is the part that isn't a dead archive, and the one that fulfils a legal obligation.

Each month, each employee's working time record can be **frozen as a PDF** and saved as one of their documents. It's not the same as downloading the timesheet: the download is a copy generated on the fly, whereas this **leaves an archived record** of the month, which is what the retention duty in article 34.9 of the Workers' Statute requires.

To do it:

1. Go to **Team > Employees > Employees** and open the person's record.
2. Go to their **Statistics** tab.
3. Click **Archive timesheet**.

Fube freezes the PDF of the month you're viewing and saves it among that person's documents, under a category called **Working time record** that **is created automatically the first time** you archive something. You don't have to prepare it.

Two things that take the fear out of clicking the button:

- **It's idempotent.** Archiving the same month twice doesn't create two documents: if it's already archived, the existing one stays.
- **It never overwrites what you've uploaded.** Archiving only touches the documents it has generated itself; the ones you upload by hand are off-limits to the system.

Step 4 — The person has it in My documents

Every document you assign appears in that person's **My documents**, in their **Team** area, alongside My clock-ins and My absences. They see the title, the category, the assignment date and the expiry, with the most recent at the top, and they download it by clicking on it. They only see their own: neither their colleagues' nor any you haven't assigned to them.

What there isn't is a notification: uploading a document for them doesn't send them any notification. If it's something they need to look at straight away — a new contract, a change in terms — tell them yourself.

So when someone asks you for their payslip or their contract, the short answer is ‘it's in My documents’. If you'd rather send it to them yourself, find it in **Employee documents** and use **Download document** in its row's menu.

Edge cases and common errors

- **Contract renewal.** Upload the addendum as a new document, with its assignment date. The previous contract stays in the file: don't replace it, because the history is precisely what makes this valuable.
- **You want to delete a document.** You can, from the actions menu on its row. Think twice with employment documents: contracts and payslips are kept for the applicable legal period —usually four years— and deleting is permanent.
- **You've uploaded a document to the wrong person.** Edit it and change the employee; there's no need to upload the file again.

- **You've renewed a certificate.** Upload the new one with its new due date and keep the old one: it will still show as *Expired*, which is what it was. If you don't want to see it, deactivate it; the person still has it in My documents, deactivated or not.
- **You can't find the 'Working time record' category when creating it manually.** Don't create it: it appears on its own the first time you archive a timesheet.
- **Signed payslips.** Your accountant calculates them and you archive them here, assigned to each person. Preparing the month is done elsewhere, in the guide to **preparing payroll with periods and incidents**.

Frequently asked questions

How do I organise documents by type?

With categories: one per document type, and each file assigned to its own. Along with the person, it's the only way the file is organised.

Is there a storage limit?

Yes, your company plan's limit: team documents use the same space as all other attachments. You can check it in your subscription, and the figures for each plan are on the **pricing** page.

Can employees upload their own documents?

No. HR keeps the file up to date: the person sees and downloads their own documents in My documents, but cannot upload, change or delete any of them.

What's the difference between downloading the working time record and archiving it?

Downloading gives you a PDF of that moment, which is regenerated each time. Archiving freezes that PDF and saves it as one of the person's documents, dated and with no possibility of it changing later. To keep a record of the month, archiving is the way to go.

What about payslips? Does Fube generate them?

No. Fube gathers the month's data and your accountant calculates and issues the payslips; those signed payslips are what you archive here.

One file per person, and no more searching

Setting up the categories takes ten minutes, and from then on every contract, every certificate and every timesheet has a place and a person. When someone asks for their copy, or when the inspection arrives, the answer will be to open a record instead of tracking down an email from two years ago.

You'll find the module details in **employees**, within **Fube's Time tracking and HR**. If you don't use it yet, **create your free account** and upload your first contract.

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