Fube

GUIDE

How to follow your team's working day on the clock-in timeline

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> Mid-morning, the same question always comes up, and it's always answered just as badly: ‘who's in right now?’. You end up looking at the clock-in list, sorting by time and reconstructing by hand who came in, who's still here and who went for lunch. For ten people it takes a while; for thirty, it takes half the morning.

The **timeline** exists for exactly that. It's a single screen where the whole day for the entire workforce is shown as one row per person over a twenty-four-hour ruler: each stretch worked is a coloured bar, and at a glance you know who's in, who's on a break and who hasn't turned up. This guide is for the manager or administrator who wants that snapshot without opening one clock-in after another.

It's worth saying from the outset what it is **not**: the timeline is a **read-only** view. Nothing is corrected from here. It's for looking; for making changes there's the **clock-in list** and the corrections process described in the guide to **clocking your working day**.

Before you start

You need two things:

- **Permission for time tracking.** The screen sits within the staff area, so it's visible to profiles with access to time tracking or team absences. An employee without that permission can't reach it: their own information is in the **employee portal**.
- **Employees registered and active.** The timeline draws **one row per active employee**, whether or not they have clock-ins that day. Anyone marked as inactive doesn't appear, even if they worked that day: that's the difference from the reports, which do resolve people who are no longer with you.

Step 1 — Open the timeline

Go to **Team > Time tracking > Timeline**. Fube opens **today** with one row per person: the name on the left, and on the right a time ruler from **00:00 to 24:00** where their clock-ins are drawn.

The rows aren't in purely alphabetical order: **first come the people with activity that day** and then, alphabetically, those without. That way what matters stays at the top and you don't have to look for it among the gaps.

Step 2 — Read the colours, which mean one thing only

Each bar is a clocked stretch, and its colour tells you **what type** it is:

Colour	What it is
Green	On-site work
Amber	Break
Blue	Remote work
Vertical red line	The current time

It's the same palette you'll see in **My team** and **My clock-ins**, on purpose: the same person appears in the same colour on all three screens.

And there's a second signal that shouldn't be confused with this one. **The little dot next to each name doesn't refer to the type of clock-in, it refers to presence**, which is why it's grey in all three cases:

Dot	What it means
Filled	Clocked in **right now**
Hollow (outline only)	Clocked in today and has already left
Faded	No activity today

An open clock-in is also drawn **blinking**, and its bar grows on its own up to the current time.

The red ‘Now’ **line** only appears when you're looking at today. If you navigate to a past day, it disappears: there's no ‘now’ to mark on Tuesday of last week.

Step 3 — Change the day

In the header you have the **previous day** and **next day** arrows, and a calendar picker to jump to any date. When you're not on today, a **Today** button also appears so you can return in one click.

Bear in mind how a night shift is split: **a clock-in that starts at 22:00 and ends at 06:00 appears on both days**, because the timeline shows everything that *overlaps* with the date you're viewing. On the start day you'll see the bar up to midnight, with a **dashed** right edge, and the remaining stretch on the following day. If you hover over it, the clock-out time is marked with **(+1)** so you don't read it as if it were on the same day.

Step 4 — Open a stretch to see the details

Hovering over a bar shows its summary —type, clock-in time, clock-out time and duration—. And if you **click**, the stretch's details open with the same information plus **a map of where the clock-in was made**, when the clock-in includes coordinates.

That map is the same data that feeds the *outside permitted area* incidents, and there's only something to see if the person has geolocation enabled on their profile; it's explained in the guide to **geolocation by workplace**. If they don't, the stretch still opens but without a map.

If you can also edit clock-ins, the stretch's details include **Edit clock-in**, which opens that clock-in in its form. It's the only action on the screen: everything else is just for looking.

Step 5 — Look at the total next to each name

To the right of the name, when that person has activity, the **total worked for the day** appears. That figure **doesn't include breaks**: it adds up the green and blue stretches and leaves out the amber ones.

It's consistent with what you'll later see in the **worked hours reports**, but it's worth knowing that **it isn't the day's balance**. The balance —hours worked against hours scheduled, with any overtime— is calculated in the early hours and lives in **Team > Hours and balances**.

Step 6 — Overlay the schedule to see who's working outside it

At the top right, next to the day, is the **Overlay schedule** switch. When you turn it on, each row shows in the background, in a dashed box, the stretches that person **was due to work** that day; their clock-ins remain on top. At a glance you can see who came in late, who left early or who is clocking in outside their schedule. Hovering over the box shows the name of the schedule and its hours.

That schedule is the same one used to calculate the day's balance: the one from a period assignment if there is one, otherwise the person's own, and if they have none, the company default. And as with the balance, **a company holiday or an approved absence leaves the day without a box**: no hours are required of them that day. A split shift appears as two stretches, with the break gap in between.

Step 7 — Check that nobody is being left out

The timeline loads a maximum of **100 employees** and **500 clock-ins** per day. If your workforce or your volume of clock-ins exceeds that, **Fube tells you** in a line at the bottom: *'Showing the first N of M employees and N of M clock-ins'*.

This is no minor detail: while that notice is showing, the screen is **not** the complete picture of the day. With large workforces, that's the sign that you need to look for the answer in the reports, which do filter by department, by workplace and by schedule.

Edge cases and common mistakes

- **Someone worked and doesn't appear.** The most likely cause is that their record is marked as **inactive**: the timeline only lists active employees. Check it on the employee record.
- **A very long amber bar.** A break that was left open. If the clock-in goes over twelve hours, Fube closes it automatically at **01:00** and raises an *automatic closure* issue so that someone confirms the actual time; the process is in the guide to **reviewing and resolving issues**.

- **You're looking for the day's issues in the timeline.** They aren't here. The timeline is live, but issue detection runs overnight on the previous day: you'll see today's issues tomorrow.
- **The total next to the name doesn't match the payroll.** That's expected: that total is time clocked excluding breaks, not overtime or a validated balance. What goes into payroll comes from the daily balances, and that is explained in the guide to **preparing payroll**.
- **You want to correct a time from here.** It isn't corrected in the timeline: **Edit clock-in**, on the segment card, takes you to the clock-in form, which asks for the reason and leaves a trail just as it does from the list.
- **You overlay the schedule and someone appears without a box.** Either they weren't due to work that day, or it was a company holiday, or they had an approved absence, or they have no schedule assigned and the company doesn't have a default one. The last one is what needs fixing: without a schedule, their daily balance shows zero scheduled hours and everything clocked counts as excess.

Frequently asked questions

Does the timeline update on its own while I'm looking at it?

The red 'Now' line moves forward on its own, and open clock-ins grow with it. New clock-ins appear when you reload the screen.

Can I view just one department or one workplace?

Not in the timeline: it shows the entire active workforce. The filters by department, workplace and schedule are in **Team > Hours and balances > Reports**, which is the screen designed for narrowing down the set.

Why does someone appear in blue if they came into the office?

Because their clock-in was recorded as **remote work**. The colour comes from the clock-in type, not from where the person is; if the type is wrong, it is corrected on the clock-in using the usual process and the reason is recorded.

Does a night shift count twice?

No. The bar appears on both days because the segment crosses midnight, but there is only one clock-in and it is counted only once. The **(+1)** on the clock-out time is precisely the marker showing that this end belongs to the following day.

Does this screen count as a working time record?

Not on its own. The record you hand over to the Labour Inspectorate is the per-worker report, in PDF, which you generate from the employee record; you'll find it step by step in the guide to **clocking your working day**. The timeline is a supervision view, not a deliverable.

Get the day's snapshot without piecing it together

Viewing the day on a single screen changes a manager's routine: instead of asking on chat who's in, you just look. If your team isn't clocking in yet, start by **setting up working time recording** and **create your account**. 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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