Fube

GUIDE

How to import your clock-in history from another time-tracking tool



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> Switching time-tracking tools almost always raises the same question: what happens to everything your staff have already clocked? Having the working time record split — the old months in a program you no longer use and the new ones in another — complicates every query, every report and every request from an employee who wants to see their own records.

This guide is for whoever manages time tracking and wants to bring their staff's clock-ins into Fube from the previous tool: what gets imported, how it is marked to tell it apart from clock-ins made in Fube, which rows don't get in and why, and what happens to hour balances.

Before you start

- **The plan.** Clock-ins are part of time tracking and HR, which come with the Business and Elite plans, and both include importing. You'll find the breakdown in **pricing**.
- **Who can do it.** Importing clock-ins requires the same as creating them manually: the Owner and the HR Manager can do it.
- **Your staff, first.** Each clock-in is tied to a person who is already set up in Fube. If they aren't yet, start there: manually, as in the guide to **add an employee**, or by importing the employees too, which is another of the importer's types.
- **What your tool exports.** A CSV or Excel file with, for each clock-in, who it was, when they clocked in and when they clocked out. Almost every time-tracking tool provides this.

Step 1 · Open the importer and choose ‘Clock-ins’

Go to **Utilities › Import data**. Under **Type of data to import**, choose **Clock-ins**. The import mode makes no difference here: a clock-in that is already in Fube is **never** updated, not even in ‘create or update’, so both modes behave the same way.

Step 2 · Download the template and fill in your clock-ins

Click **Get template** and choose one of the two options: **Download blank template**, to fill it in yourself, or **Populate from existing file**, to upload the file your tool gave you and have Fube try to match its columns to the template. There is one row per clock-in, with:

- **The person.** By their **employee code** or by the **email** they use to log in to Fube, which is what any tool's export usually includes. Fube maps it to the employee in your company; an email or code that doesn't belong to anyone on your staff shows up as an error.
- **The type:** work, remote work or break.
- **Clock-in and clock-out**, with date and time: `15/10/2026 08:00` or `2026-10-15 08:00`, with or without seconds.
- **Some notes**, if you want to keep any.

Two details that save you rejected rows:

The times, just as the person's clock recorded them. Fube reads the time in each employee's time zone — the one on their profile, otherwise that of their workplace, and otherwise the company's —, so 08:00 for someone working in the Canary Islands is stored as 08:00 Canary Islands time. If your tool exports the time with its time zone included, Fube respects it as it is.

Breaks, in their own row and outside work periods. Fube doesn't allow two clock-ins by the same person to overlap, whatever their type, and a break that falls within a work period is an overlap. If your tool exports the whole working day from 8:00 to 17:00 with the lunch break inside it, split it into three rows: work from 8:00 to 13:00, break from 13:00 to 14:00 and work from 14:00 to 17:00.

What is **not** imported is the location, even if your tool has it: a position recorded outside Fube cannot be verified, and Fube's location is only stored for clock-ins made here.

Step 3 · Upload the template and review before confirming

Upload the completed template. As with any import, Fube **checks the entire file without writing anything** and shows you which clock-ins will get in and which won't, with the reason. If any don't get in, you choose between importing nothing yet — you fix those rows and upload it again — or importing only the correct ones. When it finishes, **Download errors** gives you your own template with only the rows that were left out and the reason for each one. The full walkthrough, screen by screen, is in the guide to **import your customers from Excel**, and it is the same for all types.

Step 4 · Why a row doesn't get in

Each of these is an error for its row, and the rest of the import carries on:

- **It has no clock-out.** An imported clock-in has to be closed: an open one would be a working day that has been running for months.
- **The clock-out is before the clock-in, or in the future.** Only time already worked is imported.
- **It overlaps with a clock-in already in Fube.** The warning tells you which one: the day and its times.
- **It overlaps with another row for the same person** in the same file.
- **It's already in Fube**: the same person with the same clock-in time. It isn't imported again or changed. That's why uploading the same file twice doesn't duplicate anything.
- **It belongs to a closed period.** If your company's record is closed up to a certain date, the days up to that date don't accept new clock-ins, imported ones included.
- **The person can't be found.** Neither their code nor their email belongs to anyone in your company. An employee from another company isn't linked even if the email matches.
- **They're your own clock-ins.** Just as you can't add them manually, you can't import them yourself: have another administrator import them.

How imported clock-ins appear

- **Marked as imported.** They carry the source *Imported*, the manual clock-in flag (in the working time record PDF they appear with the note *Manual*), the reason *Imported from another time-tracking tool* and who imported them. That way they can always be told apart from those clocked in Fube.
- **No issues.** The import doesn't raise any: a two-year history doesn't leave you with two years' worth of alerts to review.
- **In the same record as everything else.** They appear in each person's **My clock-ins**, in the reports and in the working time record PDF, just like clock-ins made in Fube.
- **With balances recalculated, and only on those days.** When it finishes, Fube recalculates in the background the daily balance of each person on each day you have imported; other days are left untouched. You can see it in **Team > Hours and balances > Hours balance** and in the **hours worked reports**.

Edge cases and common errors

- **Your tool exports one period per day with the breaks inside it.** This is the case of the breaks in step 2: either you split it into periods or you import only the working ones, because a break inside a period is rejected as an overlap.
- **Someone had already started clocking in Fube.** What you import for the same days goes in as long as it doesn't overlap with what they have already clocked; anything that overlaps appears as an error showing the clock-in it clashes with. If you are going to trial Fube alongside your tool, import only up to the day before the first clock-in in Fube.
- **You import clock-ins for a month someone had already signed off.** That sign-off is cancelled, just as if a clock-in had been corrected manually, and that person has to sign off again from My clock-ins. How it works is explained in the **employee portal** guide.
- **You've used the wrong file.** In the list in **Utilities › Import data**, the import's menu has **Undo import**, which deletes the clock-ins it created and recalculates the balance for the days affected, just as when importing.
- **An employee works in another time zone.** Don't convert the times yourself: enter them as their clock showed them and let Fube read them in their zone. Check beforehand that their profile or their workplace has the correct zone.

Frequently asked questions

Do imported clock-ins form part of the working time record?

They are kept in the same record as those made in Fube (they appear in My clock-ins, in the reports and in the working time record PDF), and marked as imported so that it is always clear where they come from. What Fube cannot check is how they were recorded in the other tool; if you have doubts about how to prove them, ask your employment adviser.

Can I also bring over the location of each clock-in?

No. Location is deliberately left out of the import: Fube only stores the location of clock-ins made here, verified at the moment of clocking.

Can I import in batches, one month at a time?

Yes. Each batch recalculates the balances for its days, and if a clock-in is already in Fube, that row is left out without changing anything, so repeating a month doesn't create duplicates.

Are employees notified of the clock-ins I import?

No. The import doesn't send notifications or raise issues: each person will see them in their **My clock-ins** history when they log in.

With your history in place

With your past records in Fube, your staff's record is in one place from day one, and anything clocked from now on is added to what was imported without getting mixed up: each clock-in shows where it comes from. For day-to-day use, continue with the guide to **clocking your working day**, and if you are also migrating your invoicing, you'll find the rest of the move on the **data migration** page. If you don't use Fube yet, **create your account** and start by adding your team.

Fube

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