Fube

GUIDE

How to plan your staff's shifts and shift rotas in Fube



fube.es

Updated · 15 November 2026

How to plan your staff's shifts and shift rotas in Fube

> When the team grows and you end up with several workplaces, different working hours and occasional extra cover, the shift rota spreadsheet starts to let you down: one badly copied cell leaves someone with two shifts at the same time and another leaves a day without cover. This guide is for team leads, shop managers and HR staff who want to organise weekly planning properly so that everyone knows when they're working, without chasing versions of an Excel file that goes out of date on its own.

Before you start, it's worth having the following ready:

- Access with time-planning permissions (shift and shift rota management is part of the time tracking and HR module, included in the Business and Elite plans; the breakdown is on the **pricing** page).
- Your team's employees already set up.
- At least one **workplace created**, because each shift rota is planned for a specific workplace and it can't be saved without one.

In Fube there are three pieces worth telling apart from the outset: the **schedule** (a person's standard working-hours rule), the **shift** (a specific working day on a specific date) and the **shift rota** (the set of shifts for a workplace over a period). The following steps go through that path from top to bottom.

Step 1 — Define the working schedules

Go to **Team > Planning > Schedules**. The schedule is the underlying template: what is expected of a person in a normal week, and what Fube uses to decide whether a day has a shortfall or excess of hours.

The field that really decides things is the weekly schedule by day, and it is mandatory: you can't save a schedule without it. There you switch each day of the week on or off and, for the active ones, choose between two options:

- **Continuous shift** — a single start and end time slot with an optional **break** within it. This is the typical working day with a stop for lunch.
- **Split shift** — several independent **time slots** (morning from 09:00 to 14:00 and afternoon from 16:00 to 19:00, for example). Click **Add time slot** to add slots; they can't overlap one another.

You can switch between the two modes using each day's selector and the hours are kept: a break becomes two time slots and vice versa. And it is this distribution — not the weekly hours — that decides **which days are working days** for each person: that is what the holiday calculation and the daily hours balance are based on.

Everything else is rules built on top of it:

Field	What it decides
Weekly hours	In a flexible schedule, the agreed total against which overtime is measured. In a fixed one you don't enter them: Fube calculates them on saving by adding up the days of the week
Flexibility minutes	The leeway allowed when starting and finishing (±15 min, ±30 min…)
Flexible schedule	Whether Fube does **not** check the specific hours of each day and only looks at the weekly total
Allow remote working	Whether that person can clock in as remote, with an optional cap on remote hours per week
Maximum daily hours	A hard cap: once reached, no new clock-in can be started that day
Default schedule	The one applied to anyone who doesn't have their own. There can only be one

Two warnings about these fields that will save you trouble. The first: *allow remote working* **does not turn off the location request**. If that person has *Requires geolocation* enabled on their profile, they will still be asked for their location when clocking in remotely too, although a remote clock-in isn't checked against the workplace's radius or network, because it isn't made from there. If you want someone to clock in from home without being asked where they are, what you need to turn off is the switch on their profile.

The second: **the default schedule does apply**. Anyone without their own schedule or a period-based assignment inherits the company's default, and anyone you add without a schedule is given that same one. Even so, it's best to assign the schedule on each person's profile from **Team > Employees > Employees**, because the default is a floor, not a decision.

Step 2 — Create reusable shift templates

Go to **Team > Planning > Shift templates**. A template is a working-day pattern with specific hours that you'll apply again and again: instead of typing ‘09:00–14:00’ for each person, you define it once and reuse it.

When you create it you enter a **name** — unique within your company — a **colour** to tell it apart in the planner, the **start time** and the **end time**, and optionally the **break start and end**. There's no limit to how many you can create. And with **Apply template** (step 4) you can assign it to several people and several days at once.

Step 3 — Open the workplace's shift rota

In **Team > Planning > Shift rotas**, create a new one. Three details are mandatory and Fube won't let you save without them:

- A **name** (‘Town centre shop · week 26’).
- The **workplace**. Each shift rota belongs to a single workplace, so different locations are planned separately without getting mixed up.
- The **period** it covers, with its start and end date.

The shift rota starts out in **Draft** status. And here it's worth clearing up a misunderstanding before it costs you time: **that status doesn't hide anything**.

Step 4 — Plan the shifts on the shift rota

From the shift rota’s weekly planner, assign shifts one by one, person by person and day by day, or all at once with **Apply template**, which you’ll see a little further down. Each **shift** includes:

- The **date**, the **start time** and the **end time**.
- Optionally, a **break** (start and end) and some **notes**.
- Also optionally, the **shift template** it is based on and a reference **schedule**.

Move and copy shifts by dragging. In the planner, drag a shift to another cell to hand it to another person or move it to another day of the week. If you hold down **Ctrl** (⌘ on Mac) when you drop it, it is copied with the same times, break and notes, and the original stays where it was. Clicking a shift still opens it for editing.

Fill in all at once: Apply template. When several people work the same shift on many days —the whole shop from Monday to Friday on a split shift, for example—there's no need to add it cell by cell. In the planner, click **Apply template**, next to the week selector, and choose:

- The **Shift template**. Only active ones are listed.
- The **People** you're applying it to, as many as you like.
- **From** and **To**. By default, the week you're viewing, trimmed to the shift rota's period; the whole range must fall within that period.
- The **Days of the week**. By default, Monday to Friday.

Fube creates one shift per person per day with the template's times and break. **Clashes are skipped and reported**: if someone already has a shift that day that overlaps the template's —from this shift rota or another—, it isn't created for them on that day, and the message at the end tells you how many shifts were created and which were skipped, with the person, the day and the reason. Everything else goes in as normal. Three things worth knowing before you run it:

- **It doesn't take absences or public holidays into account.** If someone is on holiday that week, or a public holiday falls in it, they still get the shift: leave them out of the selection or remove that shift afterwards.
- **On an already published shift rota**, the shift rota changes to **Unpublished changes**, each person receives **a single notification** with all their new shifts and Fube warns you about any that start with less than five days' notice, as in step 5. On a draft, nobody is notified.
- **There's a limit of 2,000 shifts at a time.** If you go over it, Fube asks you to apply it in shorter stretches. On an archived shift rota the button doesn't appear, and only people who can create shifts can see it.

A shift exists in its own right: you can create one-off shifts from **Team > Planning > Shifts** to cover a one-off absence or reinforce a particular day, without opening a whole shift rota.

Each shift moves through its own status —**Scheduled**, **In progress**, **Completed**, **Cancelled** or **Absent**—, so you can see at a glance how the planned working day is going.

Overlaps aren't warned about: they're prevented. If you assign the same person two shifts that overlap in time, Fube **doesn't save the second one** and returns the error there and then, telling you which shift it clashes with. There's no conflicts screen to go through afterwards and no shift rota that can be published with overlaps in it: if the shift is saved, it doesn't overlap. What Fube does **not** check are legal working-time limits, minimum rest periods between shifts or collective agreement maximums: that review is still down to you or your employment adviser.

Step 5 — Publish the shift rota and understand what publishing does

When the shift rota is all squared away, open it from the list and use **Publish shift rota**. The status changes to **Published** and **who published it and when** is recorded.

That's exactly what it does, and it's worth knowing what it does **not** do:

- **It doesn't change who can see the shifts.** The company's shifts are visible to anyone with read permission for planning, and the **Employee** role has it by default —its description is, literally, 'self-service: clock-ins, holidays and shifts'—. A draft shift rota is just as visible as a published one. If you need the team not to see the planning while you put it together, the lever isn't the shift rota's status: it's the role that person has. You can review this in the guide to **inviting your team and assigning roles**.
- **Changes after publishing are visible.** If you later change, add or delete a shift on a published shift rota, the change is immediate —everyone who could see the shift rota sees it—, but the shift rota changes to **Unpublished changes** and **Publish shift rota** reappears in its menu. When you publish it again, who approved the new version and when is recorded.
- **It notifies the people concerned.** When you publish, each person with shifts on the shift rota receives a notification, just one even if they have twenty shifts. Once published, assigning, changing or removing a shift notifies the person affected; if you move a shift from one person to another, both are notified. While the shift rota is a draft, nobody is notified. And each employee can add their published shifts to their phone calendar from **My schedules**.

- **It makes the shifts count as the working day for their date.** From the moment it's published, each person's shift is their planned working day on that date for the hours balance, overtime and incidents: a Saturday shift doesn't show up as a clock-in on a non-working day, and time worked within the shift isn't overtime. On days without a shift the schedule still applies, and a cancelled shift or one from a draft doesn't count. When you archive the shift rota, its shifts still count for those days.
- **An archived shift rota can no longer be edited.** It doesn't accept new shifts or changes to the ones it has.
- **It warns you if a shift comes with short notice.** When you publish, Fube checks the shifts that are new or changed since the previous publication and warns you about any that start in less than five days. It does the same when you create a shift on a published shift rota, or change its day, time or person. Article 34.2 of the Estatuto de los Trabajadores (Workers' Statute) requires that, where working time is distributed irregularly, the worker knows the day and time with at least five days' notice. Fube **doesn't block it**, because a change agreed with the worker can come with less notice: the warning is so that it doesn't slip past you unnoticed.

So publishing is, in practice, **signing off the shift rota**: recording that this planning was approved, who finalised it and when. It's useful for a defensible record, not for controlling visibility. You'll find the module's details in schedules and shifts.

Step 6 — Let the team swap shifts

If someone can't make a shift, you don't have to redo it yourself. From **My schedules**, each employee can **request a change**: they choose one of their shifts, the colleague they are offering it to and, if they wish, one of that colleague's shifts in exchange. If they don't choose one, they simply hand it over.

1. **The colleague accepts or declines it.** They receive a notification and it appears on their own **Shift changes** card, in **My schedules**.
2. **You approve or reject it.** When the colleague accepts it you receive a notification, which takes you to **Requests**, on the **Shift changes** tab. Until you approve it, the shifts don't move.

3. **On approval, the shifts change hands.** If the shift rota was published, it moves to **Unpublished changes**, as with any other change, and Fube warns you if any of them starts within five days. If the shift rota is published, the person receiving the shift gets the shift-assigned notification and the person handing it over gets the shift-removed one.

Fube won't approve a change that leaves someone with two overlapping shifts, nor one involving your own shifts: that one has to be approved by another manager. Whoever requested it can withdraw it while it's still unresolved. A shift that has already started, or one from an archived shift rota, can't be changed.

Edge cases and common mistakes

- **A night shift that crosses midnight.** A shift ends on the same day it starts: if someone works from 22:00 to 06:00, that's two shifts, one from 22:00 to 23:59 and another from 00:00 to 06:00 the following day. Fube rejects a shift whose end time is earlier than its start time, as well as a break that falls outside the shift or a shift outside the period of its shift rota.
- **Deleting a workplace that has shift rotas.** You can't: it would take its shift rotas and their shifts with it. Move them to another workplace or delete them first (a published shift rota is archived first).
- **The workplace is missing.** The shift rota requires one; create it first from workplaces and departments.
- **Duplicate template name.** Shift template names are unique per company. If you reuse one, Fube won't let you save: use a different one.
- **Cover for a single day.** Don't open a shift rota: create a one-off shift for that person and that date.
- **A shift won't save and you can't see why.** It's almost always an overlap with another shift for the same person that day. The error message tells you which time slot it clashes with.

- **Fube won't let you delete a schedule.** That's because someone is using it: if any employee has it (as their own schedule or in a period assignment, including a past one), the deletion is refused and the warning tells you how many there are. If it's no longer going to be used, **deactivate it** instead of deleting it, so you keep the history of who had it and when; or first reassign those people to another schedule.
- **You're about to delete the default schedule.** People who only inherit it (because they don't have their own schedule) don't count as assigned, so Fube does let you delete it if nobody has it as their own. Those people are then left with **no expected working hours** and their daily balance counts zero hours: mark another schedule as the default first.
- **The schedule list doesn't show how many people use each one.** There's no counter: its columns are the name, weekly hours, flexibility, remote working, whether it's the default and whether it's active. To find out who uses what, filter by schedule in the employee list.

Frequently asked questions

What's the difference between a schedule and a shift?

The schedule is a person's stable working-hours rule: their working days, their hours and their flexibility. The shift is a specific working day on a specific date. You plan the actual week with shifts and leave the schedules as the background template.

Can I give the same shift to several people at once?

Yes, with **Apply template** in the shift rota planner: you choose a shift template, the people, the date range and the days of the week, and Fube creates all the shifts in one go. Anything that overlaps with a shift that person already has is skipped, and it tells you which.

Can I plan several workplaces at once?

Not in the same shift rota: each one is linked to a single workplace. Create one shift rota per location.

When does the team see their planning?

From the moment it exists. Visibility depends on each person's role, not on the status of the shift rota.

How do I set up a split shift?

In the schedule's weekly timetable, enable the day, choose **Split shift** and add a segment for each time slot. Each segment has its own start and end time, and they can't overlap.

How is overtime calculated on a flexible schedule?

Against the **agreed weekly working hours**, not day by day: a longer day doesn't generate overtime on its own as long as the week's total stays within the agreed hours. On a **non-**flexible schedule, the excess is measured against each day's expected working hours.

Can I delete a schedule that has employees?

No. Fube prevents it while any employee has it, as their own schedule or in a period assignment, including a past one. If you're no longer going to use it, deactivate it; if you really want to delete it, first reassign those people to another schedule.

Does shift planning cover mandatory time recording?

Not on its own. Planning organises the expected work; the mandatory working-time record is met with the **actual clock-in and clock-out records**. Both live in the same module and you can compare what was planned with what was clocked in the **balances and hours bank**.

Fube

START TODAY

Put this into practice with Fube

Create your free account and issue your first Verifactu-compliant invoice in minutes. No card, nothing to install.

fube.es

Invoicing and business management for freelancers and SMEs in Spain