Fube

GUIDE

How to prepare your team's payroll with periods and incidents in Fube



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> When you have a team, month-end closing rarely fits in one person's head. Someone joined mid-month, someone else worked overtime on a Saturday, there is a collective agreement bonus payment that gets overlooked and an absence that needs recording. If all of that lives in scattered emails, a chat message and a spreadsheet that gets rewritten every month, the close turns into an afternoon spent reconstructing the month from memory.

This guide is for team managers and administration staff. One thing is worth making clear from the outset, because it is what causes the most confusion: **Fube does not calculate payroll, nor does it issue payslips or social security contributions**. What it does is bring the month together, derive what can be derived from clock-ins and store the final figures your accountant sends back to you —which are, indeed, the ones that then prefill your **Modelo 111**—.

Before you start, you need your team set up as employees, with their contract type correctly entered, and permission for the HR area: payroll is an administrative section. If you are missing the first part, start with the guide to **add an employee**.

Step 1 · Validate the month's hours balances

This step comes before everything else and it is not just good practice: it is a **requirement**, and skipping it has a silent consequence.

Go to **Team > Hours and balances > Hours balance**. There you have, day by day and person by person, the hours scheduled according to their working hours, the hours actually clocked, the resulting balance and the excess. Each balance is in one of four statuses:

Balance status	What it means
Pending	Calculated, waiting for someone to review it
Validated	A manager has approved it
Auto-validated	The system accepted it without intervention

Balance status	What it means
Rejected	Reviewed and rejected: that day's clock-ins need correcting

Filter by employee or by date range, tick the ones that are correct and click **Validate selected**.

> **Why it matters so much.** The overtime that Fube will later carry over to payroll comes **only** from **validated** and **auto-validated** balances. A day left as *Pending* does not contribute zero by mistake: it contributes zero and **disappears from payroll without any warning**. It is not an incorrect calculation you can spot by looking; it is a clean omission.

A note that saves confusion: **the public holidays deducted are those in the company calendar**, not those of the workplace. If you have workplaces in different regions with different local holidays, there is a single calendar for all of them and those days will need to be checked manually.

If you want to fine-tune how the excess is calculated, the **Overtime rules** are in the same group of the menu, and what you can configure in them is specific: a **multiplier**, a **priority** and caps on **hours per day, per week and per month**. The multiplier is applied in the **hours bank**: two hours of overtime at ×1.75 add 3 h 30 min to the bank. Payroll, on the other hand, receives the overtime hours as they are, without multiplying: the hourly rate and any premium, including the night-work premium, are set by your collective agreement and calculated by your accountant.

Step 2 · Create the period for the month

The period is the container for a month (or for whatever stretch you want to close). Go to **Team > Communication > Payroll periods** and click **New period**:

- **Name** of the period (for example, *Abril 2026*), so you can recognise it at a glance.
- **Start date** and **end date** of the stretch it covers.
- Some optional **notes**, if there is something about the month worth recording.

When you save it, it starts out as **Draft**, which is where you will work all month. The usual approach is to open it on the 1st and leave it that way until closing.

Inside the period there are two tabs and it is best not to mix them up: **Incidents** is what happened during the month, and **Results** are the final figures your accountant sends back. Steps 3 and 4 take place in the first; step 6, in the second.

Step 3 · Generate the overtime and absence incidents

Here is the shortcut that many people miss and that makes it unnecessary to rebuild the month by hand.

In the period's **Incidents** tab there is a button: **Generate incidents**. When you click it, Fube goes through the validated balances in the range, adds up each person's excess and turns it into incidents, distinguishing between two different legal categories:

Type generated	When
Overtime	Excess over the working day on a **full-time** contract (art. 35 ET)
Complementary hours	Excess over the agreed working hours on a **part-time** contract (art. 12.4.c ET)

Which of the two applies to each person is decided by the **contract type in their record**, so if someone who works part-time is marked as full-time, their hours will end up in the wrong box. When it finishes, a notice summarises how many have been created, how many have been updated, how many have been deleted and the total hours.

You can click it as many times as you like. You correct a clock-in, validate its balance, generate again and the figures are updated. And what really matters about this behaviour:

- When regenerating, Fube **only rewrites the incidents it generated itself**. The ones you have written by hand **are never touched**.
- A generated incident whose balance has dropped to zero **is deleted** on the next run, instead of staying there telling lies.

And in the same run, the absences. If an absence type has a **Payroll incident** configured (in its record, under *Rules*: absence, leave, deduction or other), each approved absence of that type that falls within the period becomes an incident of that type, with the dates in the description and linked to the absence it comes from. A sick leave, for example, reaches your accountant on its own this way. If you cancel the absence, the incident disappears on the next run. Types without that box ticked generate nothing, which is how they come by default.

Step 4 · Record the remaining incidents by hand

Overtime, and configured absences, come out on their own; everything else you write yourself, and the idea is to record it **when it happens**, not rebuild it on the 30th. Each incident is created within the period with its **employee**, its **type**, the **date** of the event, a **description**, the **amount** and/or the **hours** when the item requires it, and some optional **notes** for context that your accountant will appreciate.

There are **eight** incident types available:

- **Overtime**: hours worked outside normal working hours.
- **Complementary hours**: the excess over the agreed part-time working hours.
- **Absence**: unjustified absence from work.
- **Bonus**: supplement or bonus on top of the salary.
- **Deduction**: reduction applied to the salary.
- **Extra payment**: one-off payment outside the regular payroll.
- **Leave**: authorised leave or permission.
- **Other**: any item that does not fit the ones above.

The first two are the ones generated by the previous step; the other six are entirely yours.

> Fube does not decide for you which item applies or how much each one is worth: you record what happened and the accountant applies the collective agreement and the legislation when calculating. If you are unsure how an item is treated in payroll, check with your accountant.

Step 5 · Export the CSV and send it to your accountant

Once the month is recorded, click **Export CSV** in the period's actions menu. Fube generates a file with **the period's incidents**, one per row, with the columns Employee code, Employee, Type, Description, Date, Amount, Hours and Notes. The type appears with its name (‘Overtime’, ‘Bonus’), and the amount and hours with a decimal comma.

It uses a semicolon separator and UTF-8 encoding, ready to open in Excel or Google Sheets, and with a name that already identifies the period, something like `incidencias-nomina-2026-04-Abril-2026.csv`. That is what you send to your accountant: clean data instead of a story.

Exporting **does not change the period's status** or lock it: you can do it as many times as you like while it is still in Draft. The *Exported* status is a mark you set yourself at the end, not something that happens because you downloaded the file.

Step 6 · Record the results your accountant sends back

This is the step that is skipped most often and the one that pays off most, because it is the one that connects payroll with your taxes.

When your accountant sends back the calculated payslips, open the period, go to the **Results** tab and add one per employee:

- The **employee** and the **payment date**.
- The **monetary remuneration subject** to withholding, the **monetary withholding** applied and the **withholding rate**.
- If there is remuneration in kind, its value and the **payment on account**.
- Any **rate adjustment**, and any notes you want.

The payment date is the key piece of data, and it is not the accrual date. It is what decides which month or quarter that result falls into in your Modelo 111. And from that comes the most important practical consequence of this whole guide:

These results prefill Section I of your Modelo 111. Employment income, withholdings and remuneration in kind: the 111 draft adds them up by payment date from what you have recorded here. There is no need to type them in again.

And if people are missing, the draft itself tells you: *'Final payroll results are missing for 3 of the 10 people on the company's own staff for the period...'*. It does not empty the section or block you (there are legitimate gaps, such as unpaid leave of absence), but it will not let you file a flawless-looking return with 30% of the withholdings and nothing on screen to contradict it.

You will find the other side of the process in the guide on how to **prepare the Modelo 111 for withholdings**.

A case that comes up often and is worth getting right: **if you pay the same person twice for the same period** (the monthly payroll and, a few days later, the final settlement), record **two results**, each with its own payment date. Do not add the second to the first: it would be declared in the quarter of the first payment, inflating that 111 and leaving the next one short. The only thing that cannot be repeated is the combination of employee and **the same** payment date within the same period.

Step 7 · Close the period, knowing there is no going back

The period's status is not a decorative label: it is a **real lock**, and it moves in one direction only.

Status	What it allows	Where it can go
Draft	Everything: incidents, results, dates	To *Under review* or to *Closed*
Under review	The same, while administration reviews	Back to *Draft*, or to *Closed*
Closed	**Nothing**: no changes to incidents or to results	Only to *Exported*
Exported	**Nothing**	Nowhere

Read it twice, because this is what catches people out: **you cannot go back from Closed to Draft**. There is no reopen button and no permission that unlocks it; if you try to change an incident or a result in a closed period, Fube rejects it with a notice that the period does not allow changes.

Hence the golden rule of this workflow: **record your accountant's results BEFORE closing**. If you close the month as soon as you export the CSV and the payslips arrive a week later, you will no longer be able to enter them, and your Modelo 111 will be missing that part.

Edge cases and common mistakes

- **An employee who starts mid-month.** Add an entry noting the pro rata calculation, with its amount or hours and a note, and review it with your accountant before exporting. Fube does not calculate the pro rata payroll amount; it records it.
- **You corrected a clock-in after generating the overtime.** Validate that day's balance and click **Generate entries** again. Anything you entered manually stays as it is.
- **Someone's hours are missing from the payroll.** The first thing to check is whether their balances for the month are **validated**. Pending ones do not count.
- **A part-time worker with overtime.** This is a sign that their record has them marked as full-time. Correct it and regenerate.
- **You closed the period by mistake.** It cannot be reopened. All you can do is record the adjustment in the following period and discuss it with your admin team; it is best not to close until the results are in.
- **Your accountant handles the whole payroll.** The Payroll section is not required to use the rest of the module. Even so, recording the results is what saves you from typing in the Modelo 111 by hand.
- **The signed payslips your accountant sends back.** They do not go into the period: they are filed in each person's record, as explained in the guide on how to **file your employees' documents**.

Frequently asked questions

Does Fube calculate the payroll and generate the final payslip?

No. Fube organises the period, derives overtime from clock-ins, records the other entries and exports a CSV; the payroll calculation, social security contributions and the signed payslip are handled by your accountant.

What types of entry can be recorded?

Eight: overtime, additional hours, absence, bonus, deduction, extra payment, leave and an *Other* type. The first two can be generated automatically from the period's hour balances.

Does Fube file the Modelo 111 or Modelo 190 withholding returns with the AEAT?

The **Modelo 111** is prepared in Fube, and the payroll results you record here **prefill its Section I** by payment date. You file it with the AEAT yourself from the tax module. The **Modelo 190** is not generated yet.

Can I reopen a period I have closed?

No. The status moves forward and does not go back from *Closed*. If something is missing, it is recorded in the following period.

Can I import the results my accountant sends me?

Not yet: entry is manual, and it is structured field by field precisely so that an import can be added later without changing the tax data.

Who on the team can view and export payroll?

It is an administrative area: only HR and admin staff with permission for the personnel area, and exporting the CSV also requires export permission. You can adjust who has access from **roles and permissions**.

Close the month without rebuilding it from memory

A proper close takes seven steps and none of them is long: you validate the balances, open the period, let Fube work out the overtime from the clock-ins, note everything else as it happens, export, record what your accountant sends back and close. What you gain is not just time: the quarter's Modelo 111 arrives with Section I already filled in.

You can find more detail on the **payroll preparation** page and, once you have it set up, **try Fube** with no card required to keep your team's close organised month by month.

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