Fube

GUIDE

How to get your team's hours worked reports in Fube



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> Closing the month almost always starts with a one-line question — 'how many hours has each person done?' — and ends with a spreadsheet built by hand from the list of clock-ins. The problem isn't the adding up: it's that every follow-up question ('what about just the warehouse?', 'how much overtime have we racked up?', 'can you send it to me in Excel for the accountant?') means rebuilding the whole spreadsheet.

The **Reports** screen answers those questions without rebuilding anything. This guide is for whoever prepares payroll or reports on the HR area, and covers the three things that really matter here: **how to narrow down the data set**, **where each figure comes from** — because they don't all come from the same place — and **which of the downloads includes the full history**, because not all of them do.

Before you start

- **Permission for time tracking.** The screen is in the hours and balances section of the HR area; without that permission it doesn't appear in the menu.
- **Clock-ins recorded in the period.** The reports are calculated from your team's working time record: if nobody has clocked in, the charts are empty.
- **And for overtime, balances already calculated.** Fube calculates daily balances **overnight, for the previous day**. Today's overtime isn't there yet; you'll see it tomorrow.

Step 1 — Open the reports and choose the period

Go to **Team > Hours and balances > Reports**. The screen opens with the **current quarter** already selected — not the month, nor the year — and from there you can switch to any range using the date picker.

Once the range is set, at the top you have four figures for the period: **Total hours**, **Overtime**, **Additional hrs** and **Employees**.

Step 2 — Narrow down the data set with the four filters

Next to the date range there are four selectors, and they can be combined:

Filter	What it narrows down to
Employee	A single person
Department	Anyone who has that department on their record
Work centre	Anyone who has that work centre on their record
Schedule	Anyone who has that work schedule assigned

When any filter is active, **Clear filters** appears so you can remove them all at once.

Two details that save you surprises. The first: **the department and workplace are the ones the person has on their record today, not the ones they had at the time**. A clock-in doesn't store its own department, so if someone moved to a different area in May, their January hours now appear under the new department. This is also explained in the guide on **organising your workforce into departments**.

The second: the **Schedule** filter works in two stages — first it works out which people have it assigned and then it looks up their clock-ins — so if nobody has that schedule assigned, the report comes out **completely empty**, not 'with everyone'. If you choose a schedule and the screen goes blank, start by checking the assignments in **schedules and shifts**.

Step 3 — Know where each tab gets its data

This is the part that saves arguments, because **the four hours tabs don't draw on the same source**:

Tab	Where it comes from	What it tells you
By employee	From the **clock-ins**	How much each person has worked in the period
Overtime	From the **daily balances**	How far each person exceeded their scheduled hours

Tab	Where it comes from	What it tells you
Additional hours	From the **daily balances**	The hours worked beyond the agreed working time by part-time staff
Daily totals	From the **clock-ins**	How many hours the company did on each day of the range

The two that come from the **balances** depend on Fube having matched what was clocked against the scheduled hours, and that happens overnight. The two that come from the **clock-ins** are immediate. That's why a day that has just ended appears in ‘By employee’ but not yet in ‘Overtime’: no data is missing, the overnight calculation just hasn't run yet.

Additional hours deserves a separate note: it only exists for **part-time** contracts. It's the excess over the agreed working time under **article 12.4.c of the Workers' Statute**, which is a legal concept distinct from overtime and is paid separately. For full-time staff that chart is empty, and that's correct. The contract type is set when you **register the employee**.

The three hours figures — ‘Total hours’, ‘Daily totals’ and ‘By employee’ — count on-site work and remote work, and none of them count breaks.

The fifth tab, **Acknowledgement**, doesn't show hours: it shows who has acknowledged their working time record for each month, and it's covered in step 7.

Step 4 — Check the truncation warning before trusting a total

The screen loads a maximum of **500 clock-ins**, **500 daily balances** and **100 employees**. If your range goes over that, Fube tells you with a warning in the report header:

> Showing 500 of 1 240 clock-ins — use filters or a shorter date range to see the rest (the totals and charts in this report do not include the remaining records)

Take it literally: **while that warning is showing, the four cards and the four charts are incomplete**. It's not a performance warning; it's a warning that the number you're looking at isn't the total. The way round it is to shorten the range, filter by department or workplace, or — if what you want is the entire history — go to the full export in the next step, which does **not** have that limit.

Step 5 — Export, knowing which download includes everything

Each hours tab has its own **Export** button with two formats, **CSV** and **Excel**. And there's a fundamental difference between them:

- **The aggregated reports** — hours by employee, overtime, additional hours and daily balances — export **what is loaded on screen**. If the truncation warning is showing, the file is truncated just like the chart.
- **'Detailed clock-ins (full)'**, in the *Daily totals* tab, is different: it's generated **on the server** and includes **all** the clock-ins in the range and filters, without the 500 limit. It's the download to use when handing over a long period to your accountant.

The file name reflects the filters you had applied — with the suffixes `-depto`, `-centro`, `-emp` and `-horario` — and the two dates of the range, so a downloaded file is easy to identify months later.

And one thing that catches people out the first time. When the full export exceeds **5 000 clock-ins**, Fube stops generating it on the fly and processes it in the background. At that point the screen shows you a **red notice** saying *'Export started'*: it looks like an error but it isn't. The file is being prepared, and you collect it from **Utilities > Exports**, the same inbox where the rest of your exports end up.

Above **20 000 clock-ins** in a single range, the full download no longer includes them all. If you need to export a whole year for a large workforce, split it by quarter or by workplace.

Step 6 — Use 'Daily balances' for what goes into payroll

In the *Daily totals* tab, next to the clock-ins export, you have the **Daily balances** export, which is the one that really resembles what an accountant needs. It contains one row per person per day with nine columns:

Employee · Contract · Date · Scheduled (h) · Worked (h) · Balance (h) · Overtime (h) · Additional (h) · Status

The **Status** column shows the balance's internal code — `PENDING`, `VALIDATED`, `AUTO_VALIDATED` or `REJECTED` — and it isn't just decorative: **the report adds up all balances, validated or not, but when preparing payroll only validated ones count**. If the overtime total in the report doesn't match what the payroll period later generates, that column is the first thing to check. Validation is done in **Team > Hours and balances > Hours balance** — when you validate or reject, the person receives a notification, just one even if you review several of their days at once — and the full process is in the guide on preparing payroll.

Step 7 — Check who has acknowledged their month

Each employee can sign off the working time record for a month that has already ended from their **My clock-ins** screen; how they do it is explained in the employee portal guide. The **Sign-off** tab tells you who has done so.

It works separately from the rest of the screen: **it has its own month selector** (it opens on last month, because the current month cannot be signed off yet) and **it does not read the filters at the top**: not the date range, the department or the workplace. At the top it tells you how many people have signed off, with a sentence such as *12 of 15 people have signed off their month*, and below it each active employee is listed with one of these three statuses:

Status	What it means
Signed off on…	They signed off on that day and at that time, and nobody has touched their clock-ins for that month since
Cancelled: needs signing off again	They signed off, but afterwards one of their clock-ins for that month was added, changed or deleted. Hover over it to see the reason
Not signed off	They have not signed off

Three things worth knowing:

- **Each person signs off themselves and nobody can do it for someone else.** You can only view it, and this tab is not exported.
- **Any correction in a month that has already been signed off cancels it**: creating, editing or deleting a clock-in, or approving a change request. So it is best to finish the month's corrections before asking your staff to sign off.

- **The person receives a notification** when it is cancelled, *Monthly sign-off cancelled*, which takes them to My clock-ins to sign off again. The PDF they signed off remains among their documents.

Edge cases and common mistakes

- **You chose a schedule and nothing appears.** It is not that there are no clock-ins: no employee has that schedule assigned, so the entire report is left empty. Remove the filter to check.
- **Overtime shows as zero and you know there was some.** Balances are calculated in the early hours for the previous day. A period that includes today will always be short by the last day.
- **The report and the payroll do not match.** It is almost always unvalidated balances. Check the *Status* column in the daily balances CSV before looking anywhere else.
- **People who no longer work for you are missing.** They are not missing: the reports deliberately resolve the names of anyone who has already left the company, because a past period includes their hours. What does leave out inactive employees is the **daily timeline**.
- **You exported and the Excel file is incomplete.** You were in an aggregated report with the truncation warning showing. For the full detail, use *Detailed clock-ins (full)*.
- **A night shift appears entirely on the day it started.** Daily totals assign each clock-in to the day on which the clock-in was recorded, rather than splitting it between the two.

Frequently asked questions

Are these reports valid as a working time record for an inspection?

Not on their own. The document under **Article 34.9 of the Workers' Statute** is the per-employee report in PDF, which you generate from the employee's record; it is explained step by step in the guide to **clocking in your working day**. The reports are the management tool, and the full clock-in export is what you hand over when the detail is requested in data format.

Can I combine two filters at once?

Yes, they stack. Department **and** workplace **and** a specific date range narrow it down to the intersection of all three.

Why does ‘Employees’ count more people than I expected?

That card counts how many different people have **any** clock-in in the period, including break ones. It is an activity count, not a headcount.

Is the overtime in the report paid automatically?

No. The report shows it; what decides what gets paid is the payroll period, which only picks up **validated** balances. Compensating it with time off instead of money is done from the **hours bank**.

Does Fube calculate payroll from this?

No. Fube organises the hours, classifies them and gives them to you in a format your adviser can use, but it does not calculate payslips or social security contributions. How each item is applied in payroll is best confirmed with your employment adviser.

Close the month with figures, not memory

Having your team's hours in four figures and four charts changes the month-end close: instead of building the spreadsheet, you filter and download. If you do not have time tracking up and running yet, start by **getting your team clocking in** and **create your account**. Time tracking and HR is included in the Business and Elite plans; you can see the breakdown on the **pricing** page.

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