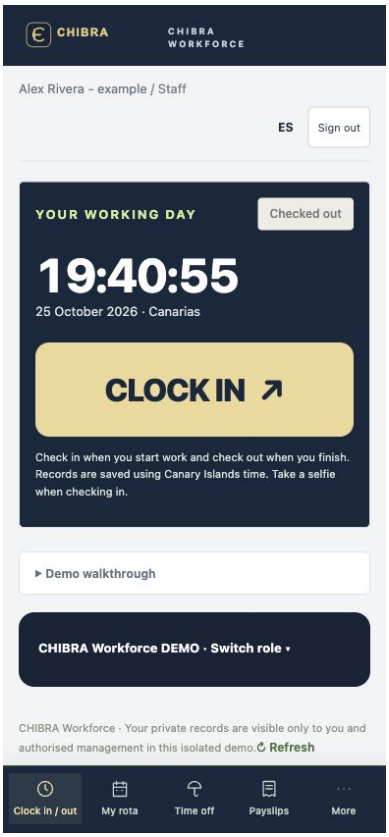
Workforce

Staff user guide

Clear steps for everyday work and the payroll handoff.



Use this guide with your own account and the correct venue. Available buttons depend on assigned permissions. Screenshots contain no real personnel data.

Covers clocking, rotas, leave, payslips, bank details and documents relevant to your role.

Find your task

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Business links

Basement - https://staff.basementstudios.eu/staff/

Sparkles - https://staff.sparkles-showbar.com/staff/

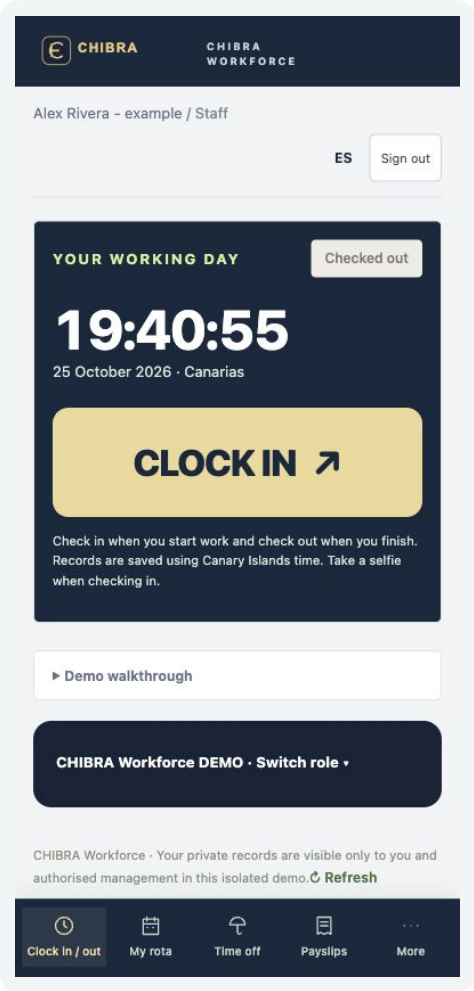
Copacabana - https://copacabana.chibra.online/staff/

Demo - https://chibra.online/demo/

01

Sign in and set your password

1. Open your business link in Safari on iPhone or Chrome on Android. Check the venue name before signing in.
2. Use your personal invitation to set your first password. Invitation links are single-use and expire after seven days; ask for a new one if needed.
3. Enter your assigned username and password. Usernames ignore upper/lower case; passwords do not. The suggested username is first name plus surname initial.
4. Keep your account personal. Sign out on a shared device. Ask management for access recovery rather than using a colleague’s account.

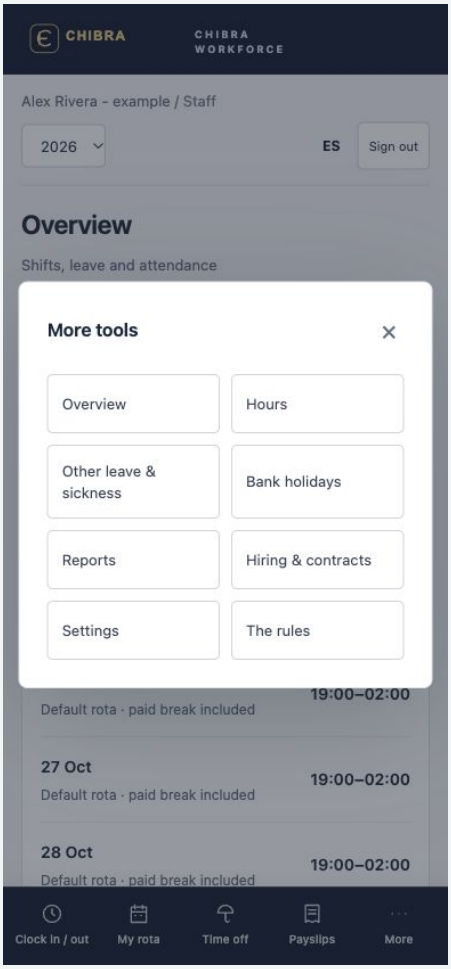


The guide contains no real usernames, passwords or list of named account holders. All people shown in pictures are fictional demo records.

02

Use CHIBRA on your phone

1. Use the bottom bar for Clock in / out, My rota, Time off and Payslips. More opens the remaining pages.
2. On iPhone, open the site in Safari and use Share > Add to Home Screen if available. On Android, use Chrome’s Install or Add to Home screen option.
3. Allow the site to open camera and location when clocking requires them. Keep the phone’s date and time automatic and use a working internet connection.
4. After saving, wait for the confirmation. Refresh once if the screen is stale. If saving fails, keep the error and contact management.

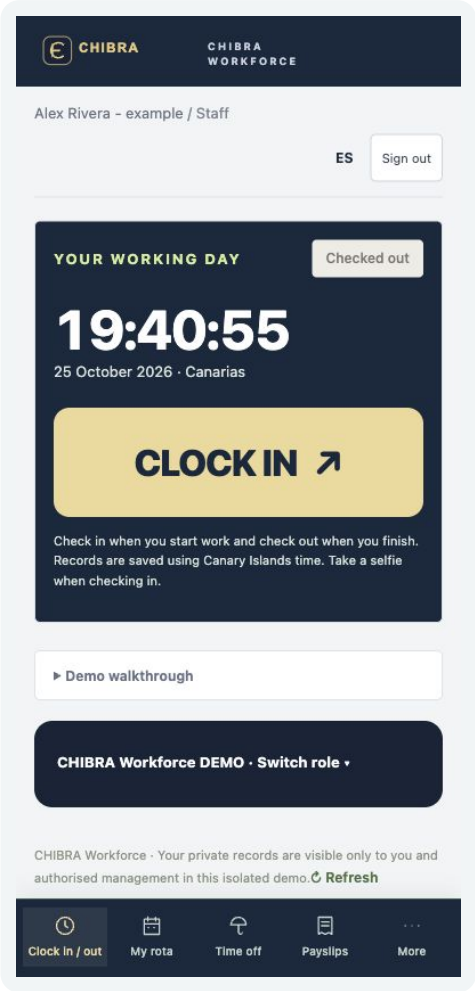


The browser version is usable without an app-store download. TestFlight or a store app requires a separate invitation/release; this guide does not imply either is available.

03

Clock in and clock out

1. When you actually start work at the venue, open Clock in / out and choose CLOCK IN. Do not clock in early just to match the rota.
2. In production, take a fresh selfie with the phone camera and allow the venue location check. Follow the preview and confirmation shown on your screen.
3. Confirm that your status changes to working. At the actual end of work, return and choose CLOCK OUT; check that the session has closed.
4. If camera, GPS or internet prevents clocking, tell the manager immediately with your actual start/finish time. Do not enter a false time or ask someone else to clock for you.

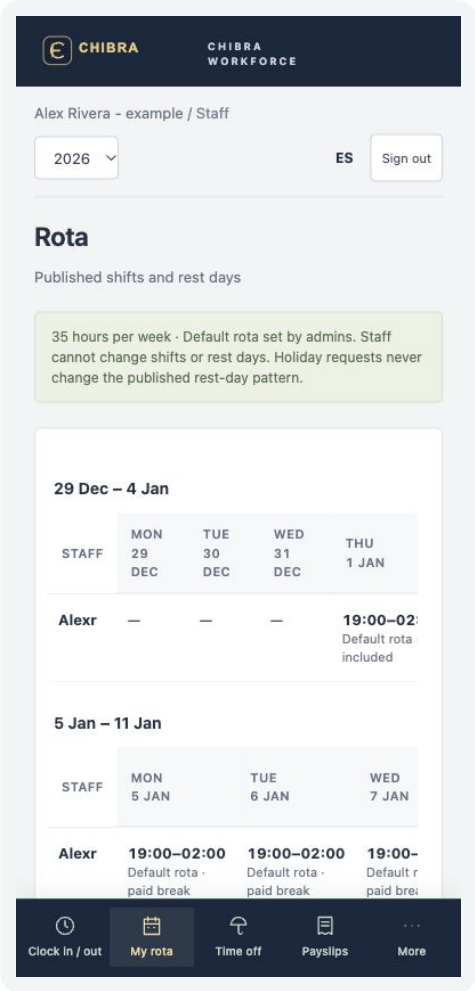


Demo clocking simulates camera and GPS. A production venue needs a verified GPS pin/radius. A scheduled shift is not proof that it was worked.

04

Read your shifts and rest days

1. Open My rota / Mi turno. Check the selected year and the dates of the week before reading your start and finish times.
2. A finish earlier than the start means the next day: 20:00–02:00 is six hours; 19:00–02:00 is seven hours.
3. Rest day, approved holiday, sickness and other absence labels are different from working shifts. If a label is wrong, ask management to correct it.
4. Staff cannot move normal rest days or edit their own shifts to increase leave. A changed start time must appear in the published rota before you rely on it.

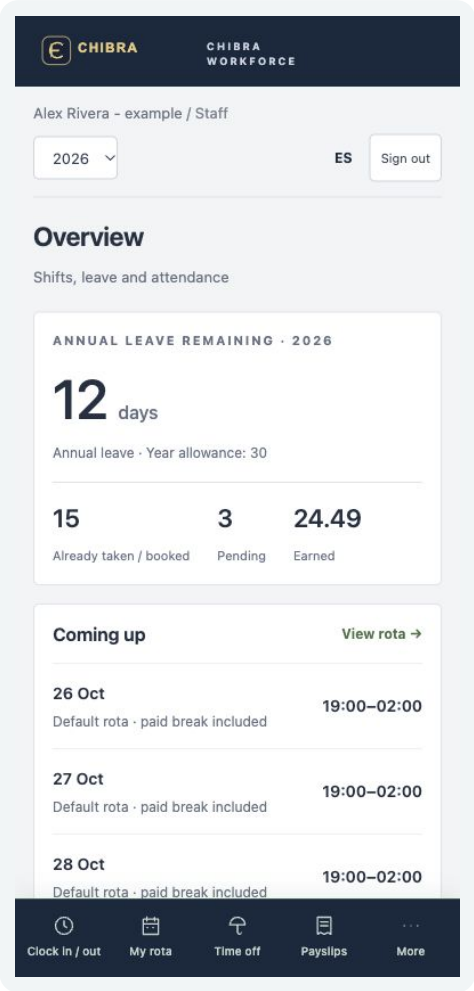


The demo uses an example 35-hour week. Your own contract and published venue rota determine your hours; do not copy example shifts.

05

Understand your holiday balance

1. Open More > Overview to see the current year’s allowance, taken/booked days, pending requests and days accrued.
2. The allowance is prorated from the confirmed employment dates. A missing start date or unconfirmed opening balance needs management review.
3. The annual ledger starts a new year on 1 January and keeps the old history. Authorised carry-over and special adjustments need their own recorded justification.
4. Pending requests already hold dates and affect what is available. Do not count the same pending or booked days a second time.

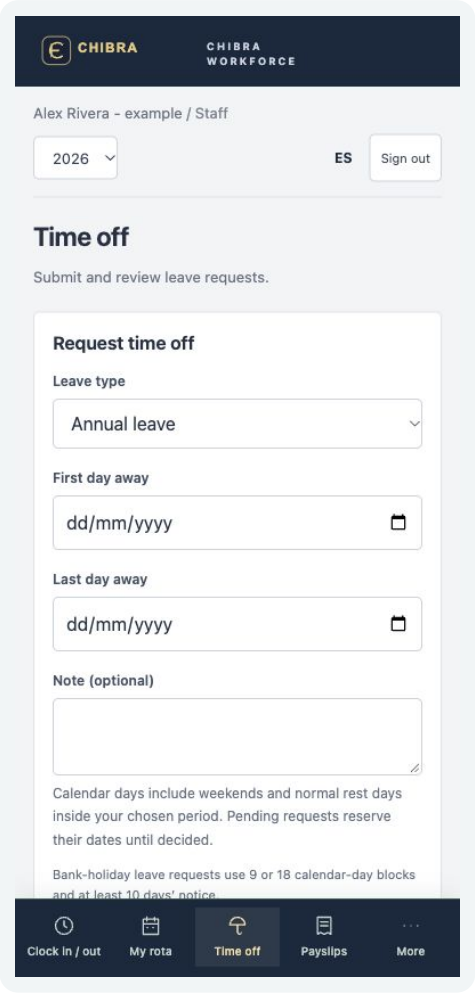


Annual allowance and accrued-to-date are different figures. Ask before booking travel if the balance is provisional or a date has changed.

06

Request time off

1. Open Time off. Choose Annual leave or Bank-holiday leave, then enter the first and last day away.
2. Read the day count and availability calendar. Annual leave uses calendar days, including normal rest days and weekends within the requested period.
3. Add a short optional note and choose Send request. Pending reserves the dates; it does not authorise the holiday.
4. Wait for Approved. Review any amended dates before making plans. Cancel a pending request if no longer needed; ask the approver to change an approved booking.

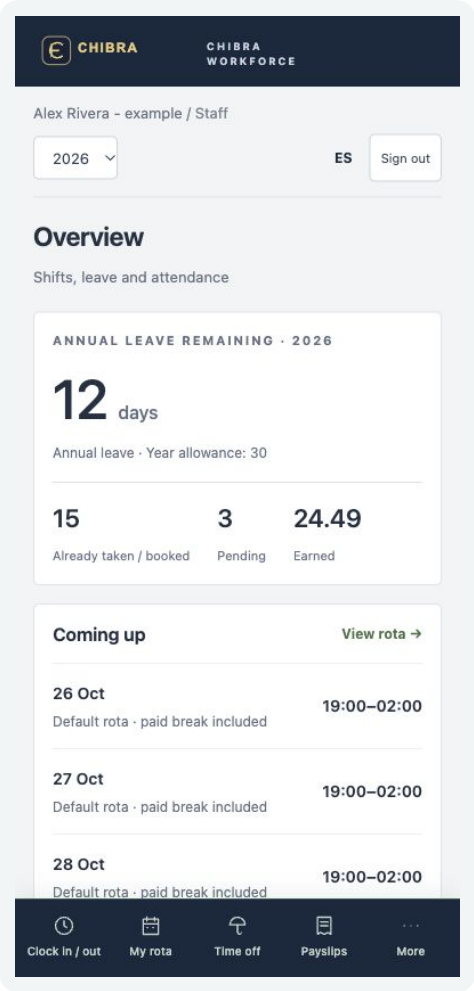


The venue's one-person holiday limit is checked against pending and approved requests. Statutory sickness and other protected leave follow their own rules.

07

Check public-holiday leave

1. Open More > Bank holidays. Check the date, attendance evidence and whether a day is confirmed, upcoming or awaiting review.
2. A planned shift alone does not prove attendance. Open or unusually long clocking sessions can require an owner’s documented review.
3. Use the entitlement and request conditions shown for your venue’s confirmed provincial agreement. Do not apply another island’s allowance by assumption.
4. If a worked holiday is missing, report its date and actual hours. Management checks the evidence and records the correction or reason.

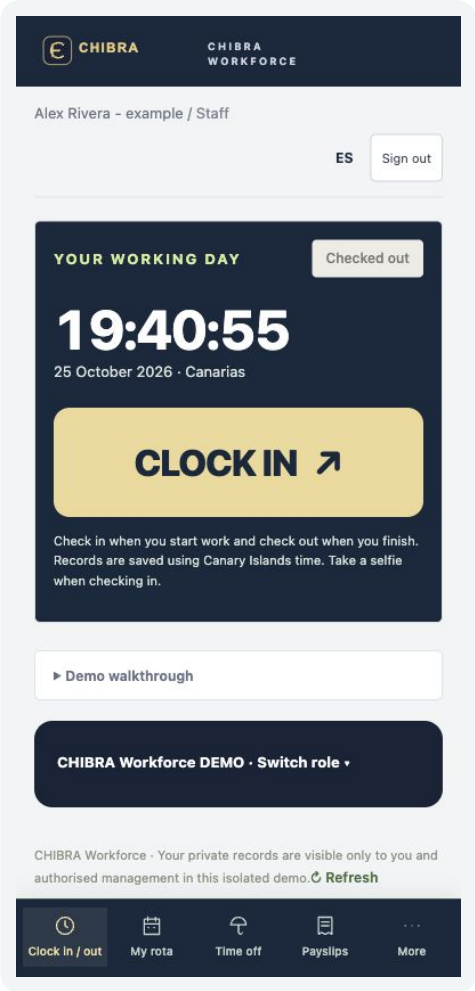


A missing clocking is an incident to investigate, not automatic loss of a protected right. Las Palmas and Santa Cruz arrangements must be configured separately.

08

Breaks and actual hours

1. Take the breaks arranged for your shift and venue. Check More > Hours for the recorded month and report an error promptly.
2. A planned paid break may be included under the configured policy. An automatic allowance does not prove that you actually took a break.
3. If you worked longer, clock out at the real finish. Do not change the clock time or omit work to make the month match a target.
4. A later shortened shift must be arranged and published by management under the applicable rules. Follow that approved new start; keep all actual hours recorded.

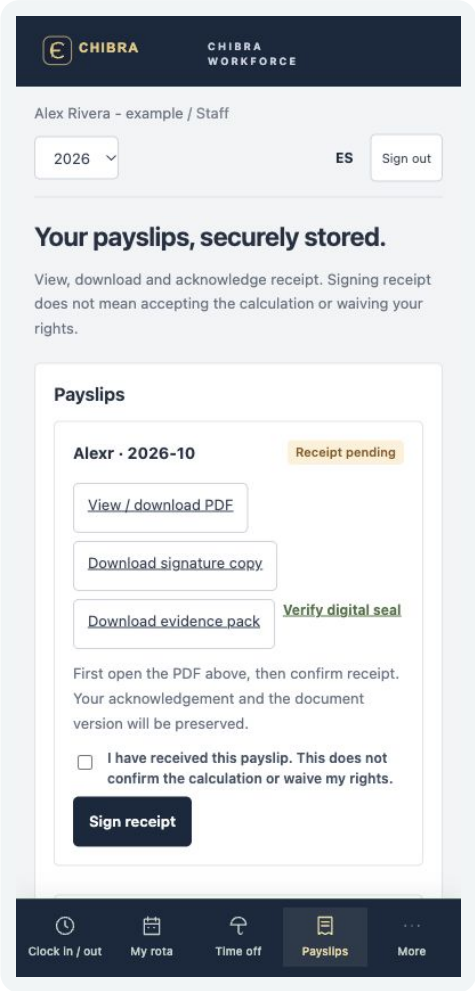


Reduced future scheduling is different from reducing hours already worked. Payroll classification and compensation remain subject to contract/convenio review.

09

Read and sign receipt of your payslip

1. Open Payslips and choose the correct month. Only documents released to your own account are available to you.
2. Choose View / download PDF and read it. Check your name, month and amounts. Download a copy if you need one.
3. If you have received it, tick the receipt statement and choose Sign receipt. Read the second confirmation and confirm in your own name.
4. Use Download signature copy or Download evidence pack when needed. Tell management about an incorrect calculation; receipt is not agreement with it.

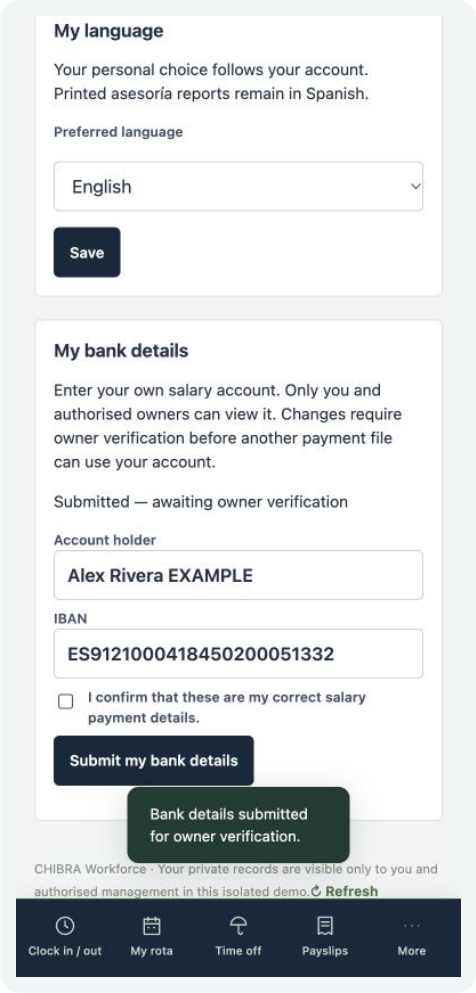


Opening the PDF is not a signature. Signing receipt does not confirm wage payment, accept the calculation or waive employment rights.

10

Enter your own bank details

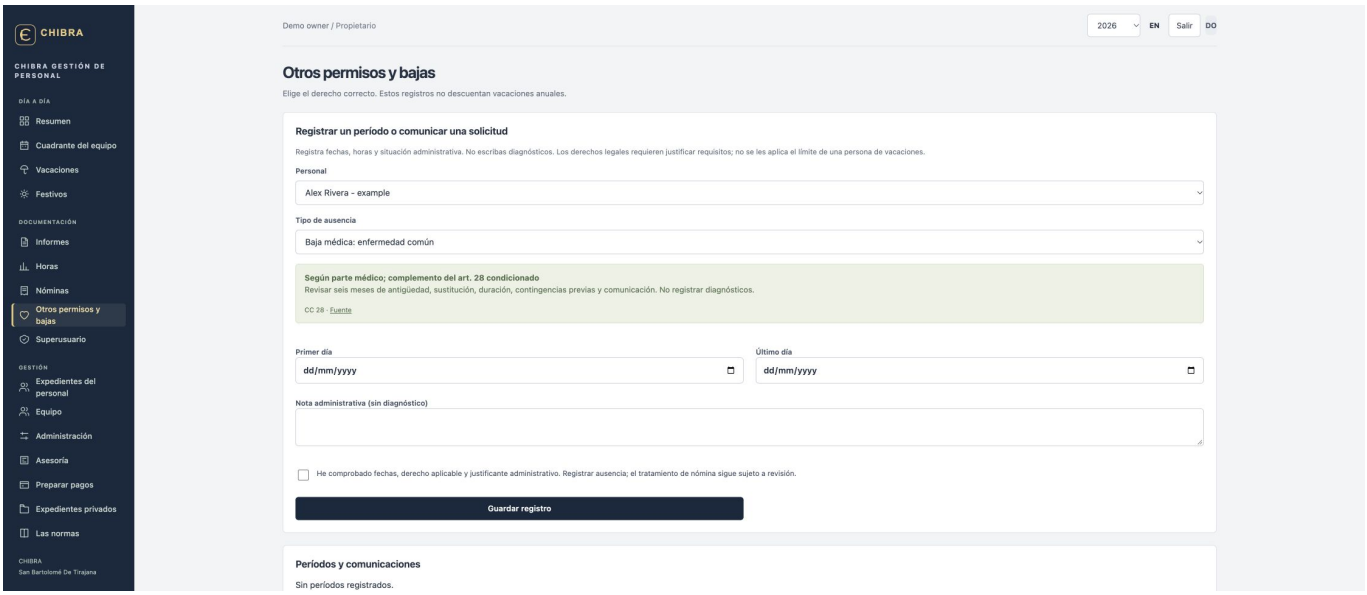
1. Open More > Settings and find My bank details. Enter the account holder exactly as it appears on the bank account.
2. Enter your IBAN, not your bank-card number. Check every character against your bank app or an account certificate.
3. Tick the confirmation and choose Submit my bank details. The system validates the IBAN format/check digits and shows pending owner verification.
4. If the account changes, submit the new details here and notify the owner before payroll is prepared. The owner must verify the latest version.



Never enter a PIN, card security code, online-banking password or SMS code. Staff see only their own bank details; advisers do not receive access through this form.

11

Notify sickness or another kind of leave



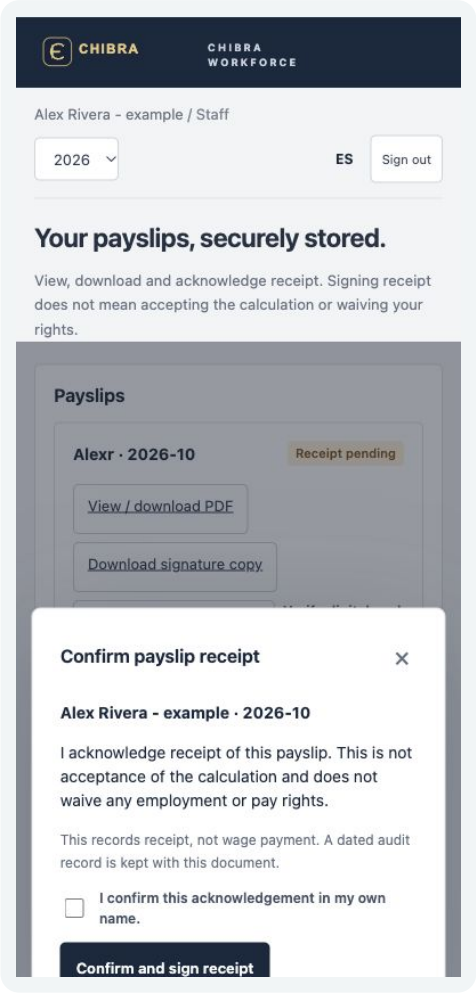
1. Tell the responsible manager promptly, then open More > Other leave & sickness when you need to notify a period.
2. Choose the correct type and read the allowance and conditions. Enter the affected dates and hours if requested.
3. Use a short administrative note. Do not put a diagnosis or unnecessary medical information in a general note. Supply evidence through the agreed private route.
4. Check the recorded status and ask management about missing evidence or incorrect dates. Sickness does not spend annual holiday automatically.

The screen is a notification/administrative record. Any benefit, pay top-up, eligibility and employment action need the appropriate authorised review.

12

Contracts and your monthly report

1. Open More > Hiring & contracts to view contract documents released to you. Check the version and download the PDF.
2. Acknowledge receipt only after reading the statement. Receipt of a contract PDF is separate from accepting or signing the employment contract itself.
3. Open More > Reports for your available monthly record. Check start/finish, missing clockings and any rota estimates before confirming it.
4. Ask for a correction if needed. Do not sign a forecast as though all future days have already been worked. Save the final report after review.

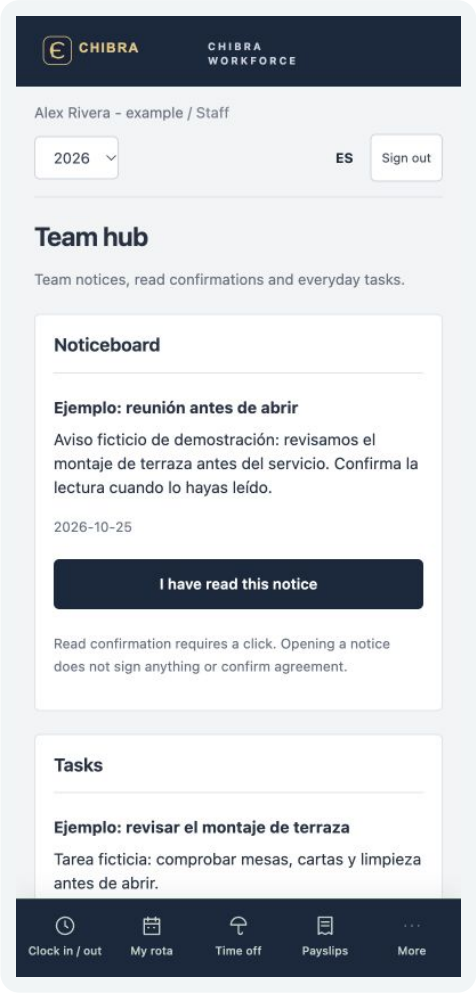


The picture illustrates the explicit payslip receipt confirmation. Private personnel letters currently remain an owner filing workflow; their separate release/refusal extension needs activation.

13

Read and confirm team notices

1. Open More > Team hub on mobile, or Team hub in the desktop menu. The inbox on Overview or Clocking shows your unread notices and open tasks.
2. Read the notice. Tap I have read this notice to confirm receipt. Opening the page does not confirm it automatically.
3. Managers and owners can publish a routine notice to selected people and see who has confirmed it. Only its author or an owner can archive it; receipts are retained.
4. Use private staff documents for individual HR matters. Notices appear in the app; they do not send WhatsApp or email automatically.

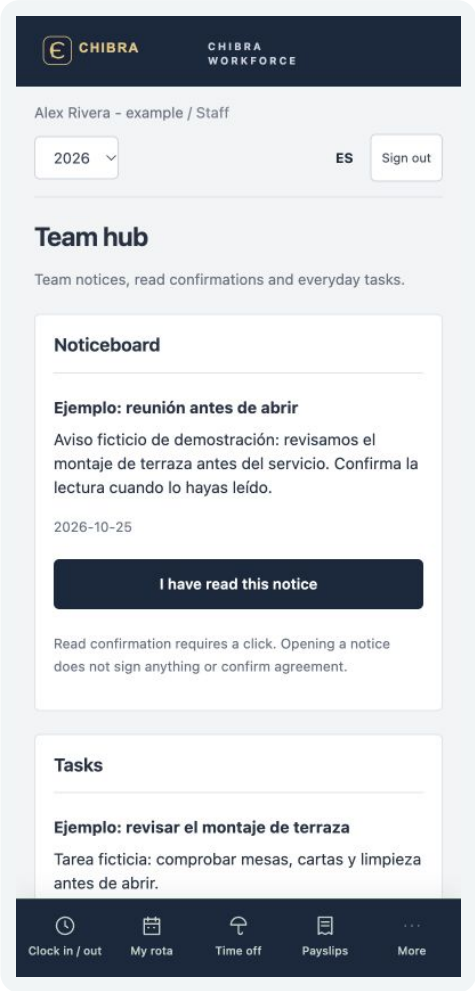


Confirming a notice records receipt, not a legal signature, consent to a contract or acceptance of a sanction.

14

Assign and complete everyday tasks

1. Open More > Team hub and scroll to Tasks. Staff see their own tasks; managers and owners see the team task list.
2. Managers and owners: expand Assign a task, choose the person, add a clear title, instructions and due date, then assign it.
3. When the work is actually done, tap Mark complete. Overdue tasks are highlighted. Reopen a task if more work is needed.
4. Completion and reopening are logged with the account and time. If another person changed the task, refresh before trying again.

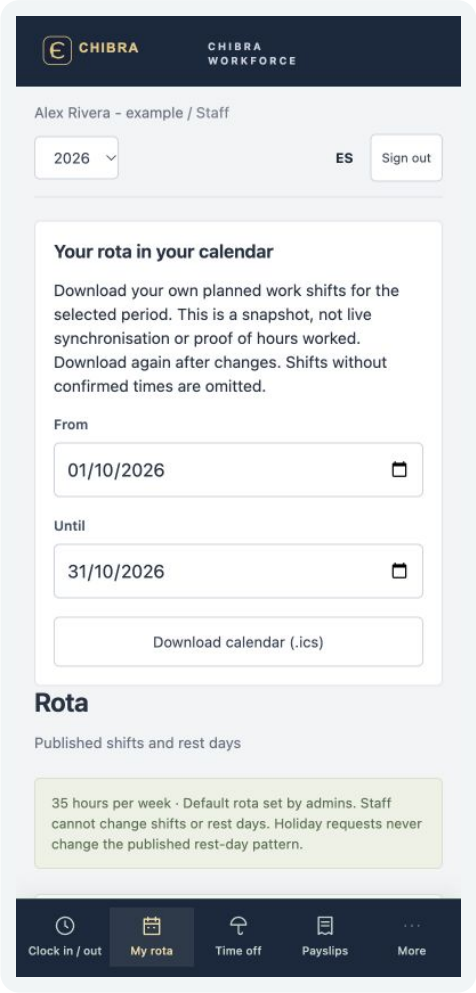


Task completion never creates a clocking or changes pay or holiday balances. Managers must keep sensitive HR details out of routine tasks.

15

Download your personal rota calendar

1. Open My rota or Team rota and find Your rota in your calendar above the rota. On a manager account the export still contains only your own shifts.
2. Choose the first and last day, up to 366 calendar days. Tap Download calendar (.ics).
3. Open the downloaded file with your phone or computer calendar. Shifts crossing midnight and Canary summer/winter time are included.
4. This is a snapshot. Download again after rota changes; your calendar may ask whether to replace imported events. Check the current rota in CHIBRA before working.

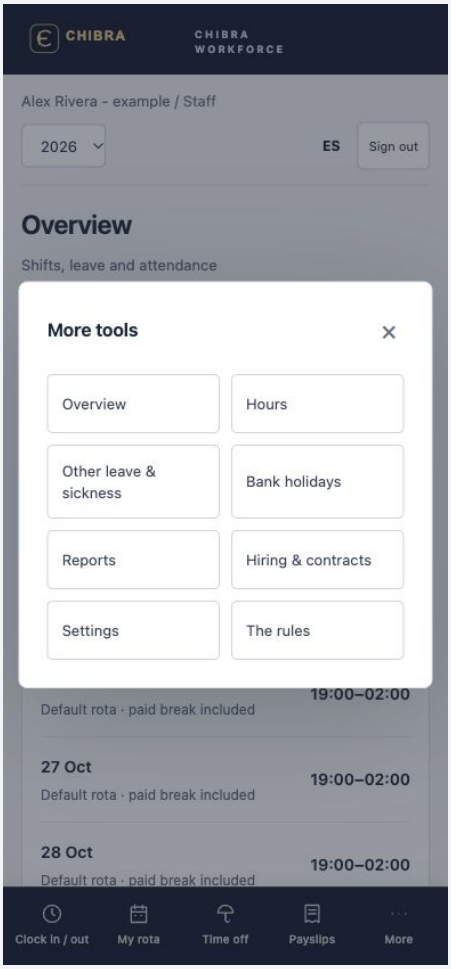


Only planned work with confirmed start and finish times is exported. Rest days, private notes and other people are excluded. The file is not attendance evidence or live calendar synchronisation.

16

Solve common problems

1. Cannot sign in: check the correct venue, assigned username and password case. For an expired invitation, ask management for a fresh one.
2. Cannot clock: check camera permission, precise location, internet and whether you are within the venue area. Report the real time immediately if still blocked.
3. Leave refused or blocked: read the balance, date clash, notice or setup message. Ask the authorised approver; do not move rest days yourself.
4. Missing payslip/report: check the month and year, then ask whether it has been released. For a document error, identify the month and version without sending it to a group chat.



Send support the page name, time and exact error. Keep passwords, bank codes, other people’s PDFs and unnecessary personal data out of screenshots.