

A quick guide: Using Hubstaff as a team

Designed for global teams, Hubstaff offers seamless time tracking, productivity Insights, and streamlined payroll services. However, we also understand that with these capabilities comes the need to provide an overview of what the software is logging.

Transparency first: here's what Hubstaff tracks

✓ Hubstaff tracks	✗ Hubstaff doesn't track
Time worked, breaks, idle time, and manual time entries when the timer is on	When the timer is stopped, Hubstaff won't track anything
Keyboard & mouse activity level (optional)	Keystrokes (no keylogging or content typed)
Screenshots (if enabled; frequency configurable)	Webcam or microphone input (no audio/video recording)
Apps used and websites visited (optional)	Files opened or saved on the device
GPS location via mobile app (optional)	

[Learn more about how tracking works.](#)

Our guiding principles: Transparency, access, and control

We've created a set of industry-leading principles that our software obeys – and we recommend you share these with your team. We have found that sharing these principles as you roll out Hubstaff can reduce friction and help your team see the value it brings.

<p>Transparency</p> <p>At Hubstaff, we clearly outline what data is captured, including work times and app usage, ensuring that all users understand the scope of our tracking.</p>	<p>Access</p> <p>You can see the same data your manager sees, making it easy to understand what's tracked and stay informed about how your time is represented.</p>
<p>Control</p> <p>In Hubstaff, you control exactly when tracking starts and stops. You choose when to clock in, and Hubstaff only collects data while you're actively tracking time. You're always in the driver's seat, with full visibility into what's being recorded and when. It's a system built to give you control over your workday and confidence in how your time is tracked.</p>	

[Learn more about our guiding principles](#)