Flowbit

MUSTER · FOR EVERY EMPLOYEE

Employee Self-Service

Your own HR desk: check in, take breaks, apply for leave, download payslips, declare tax, file claims and keep your documents.

Flowbit 2.0 October 2026 12 topics · 9 screens · 9 questions

Screens from the demo workspace "Vistaar WebX"

Who this is for

Every employee whose company runs HR on Flowbit. You do not need to be an admin: this guide shows the pages under My HR that you use to check in, apply for leave, get your payslips and file claims. Your HR team can hand it out on joining day.

Numbered marks. Some screenshots have yellow boxes with numbers on the controls the steps talk about. The same number appears next to the button name in the text, for example 1 **Add employee**, and a key under the picture lists every number.

GOOD TO KNOW

What you see depends on your role and your plan. If a page or button in this guide is missing for you, ask the owner or an admin of your workspace.

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PART 1

Your day

Checking in and out, breaks, and your attendance.

Every employee gets a personal space in Muster. Check in and out, see what payroll will count for you, apply for leave, download payslips, file expense claims and keep your details up to date, without writing to HR.

Check in, take a break, check out

Open: **Side panel** → **check-in card** `/app` Who: everyone with attendance

The check-in card at the bottom of the side panel records your working day. It feeds the Home timeline, your attendance in Muster and, from there, payroll.

WHAT THE CARD SHOWS

- A label: **Check in** before you start, then **Checked in**, **On break** or **Checked out**.
- The time worked today, for example **02H 53MIN**. Breaks do not count.
- A clock disc that glows green while you work, amber on a break and grey when you are out.

YOUR DAY, STEP BY STEP

1. When you start, click **Check in**.
2. For lunch or tea, click **Take break**. The timer stops counting work.
3. When you are back, click **Resume**.
4. At the end of the day, click **Check out**. You can check out straight from a break.

GOOD TO KNOW

How the day is marked:

- **Late**: your first check-in is later than office start plus the grace period. By default office hours are 10:00 to 19:00 with 15 minutes' grace, so checking in after 10:15 is late. HR can change these in Muster settings.
- **Half day**: you checked out after working less than the half-day hours (4.5 hours by default).
- **Present**: otherwise.

Each step must follow the last one. You cannot take a break before checking in. Once HR locks a day or month, the card says **Today is locked by HR** and punches are refused. Ask HR for a correction.

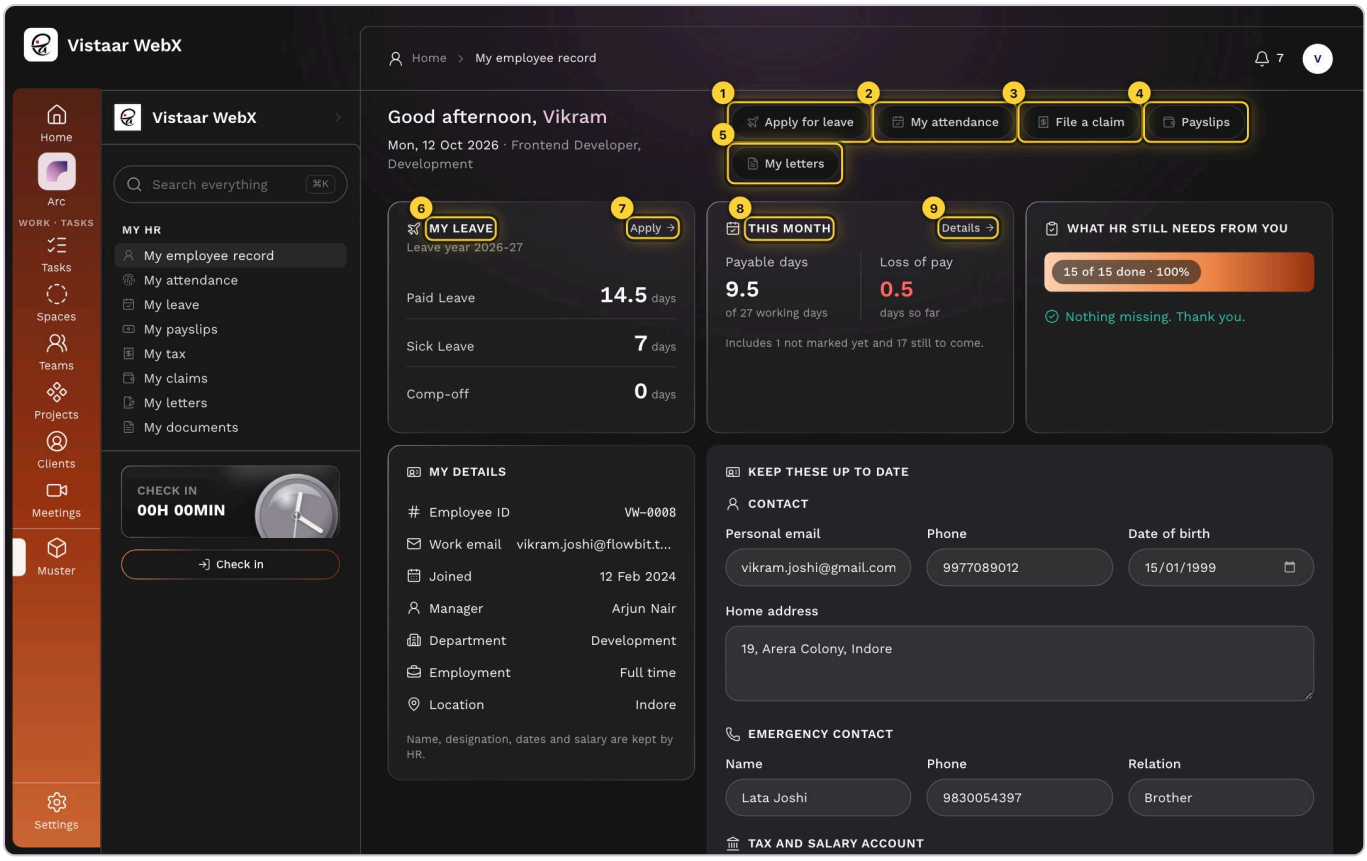
TIP

Hover over the card to see when you checked in and how long your breaks have been.

My employee record and checking in

Open: **Rail** → **Muster** → **My employee record** `/app/me` Who: every employee

My employee record is your starting page. It greets you, shows your leave balance and this month's attendance, tells you what HR still needs from you, and holds the details you are allowed to change yourself.



Your home in Muster. The check-in card sits at the bottom of the side panel on every page.

1 Apply for leave 2 My attendance 3 File a claim 4 Payslips 5 My letters 6 My leave 7 Apply 8 This month 9 Details

ON THIS PAGE

- Quick links at the top: 1 **Apply for leave**, 2 **My attendance**, 3 **File a claim**, 4 **Payslips** and 5 **My letters**.
- 6 **My leave**: what you have left of each leave type for the current leave year (for example 2026-27). Click 7 **Apply** to go straight to the leave form.
- 8 **This month**: **Payable days** out of the month's working days, and **Loss of pay** so far. The note under it says how many days are not marked yet and how many are still to come. Click 9 **Details** for the day-by-day view.
- **What HR still needs from you**: your joining checklist (contact details, statutory numbers and documents) as a progress bar. When everything is in, it says "Nothing missing. Thank you."
- **My details**: Employee ID, work email, joining date, manager, department, employment type and location. These are kept by HR and you cannot edit them here.
- **Keep these up to date**: the details you own (see below).
- **Salary account changes**: the last five changes to your bank account, newest first, with the account number masked.
- **Something HR keeps is wrong?**: a short form to report a mistake in your name, designation, department, manager, joining date, work email or location.
- **Notes from HR**: general notes and one-on-one notes that HR or your manager has shared with you.

CHECK IN AND CHECK OUT

The **Check in** card at the bottom of the side panel shows your hours worked today on a live timer. It is on every page, not just My employee record. On a phone, the same button sits in the top bar.

1. When you start work, click **Check in**. The card changes to **Checked in** and the timer starts.
2. Going for lunch or a break? Click the small break button next to **Check out** (**Take break**) and pick the kind: **Lunch Break**, **Power Nap**, **Tea/Coffee Break** or **Personal/Rest Break**. The card shows **On break**. Each kind has a daily limit set by HR. Paid kinds (by default Power Nap and Tea/Coffee) count as paid time up to their limit; unpaid kinds, and minutes past a limit, do not.
3. If your workspace records where you check in, the first check-in shows a short notice about location. Accept it to continue; you are asked again only if the notice changes.
4. Back at your desk, click **Resume**.
5. At the end of the day, click **Check out**.

> **GOOD TO KNOW**
> If the card says "Today is locked by HR", the day's attendance has already been finalised and you can no longer punch. If you forgot to check in on a day, ask for a correction on 2 **My attendance**.

UPDATE YOUR PERSONAL DETAILS

1. Scroll to **Keep these up to date**.
2. Under **Contact**, edit **Personal email**, **Phone**, **Date of birth** and **Home address**.
3. Under **Emergency contact**, fill **Name**, **Phone** and **Relation** (for example Mother or Spouse).
4. Under **Tax and salary account**, check **PAN** (format ABCDE1234F) and **UAN** (12 digits, from your PF passbook).
5. Click **Save my details**. The message lists exactly what changed. If nothing changed, it says so.

CHANGE YOUR SALARY BANK ACCOUNT

1. In **Tax and salary account**, update **Bank**, **Account holder**, **Account number** (6 to 20 digits) and **IFSC**.
2. Click **Save my details**.
3. The change appears under **Salary account changes**, with the old and new account masked.

> **CAREFUL**
> Change the account only if your salary should go somewhere new. As soon as you save, everyone in HR or Finance who looks after bank details is notified: "{your name} changed their bank account. Verify it before the next payroll run." Payroll flags the change until someone verifies it, so make the change well before month end and double-check the IFSC.

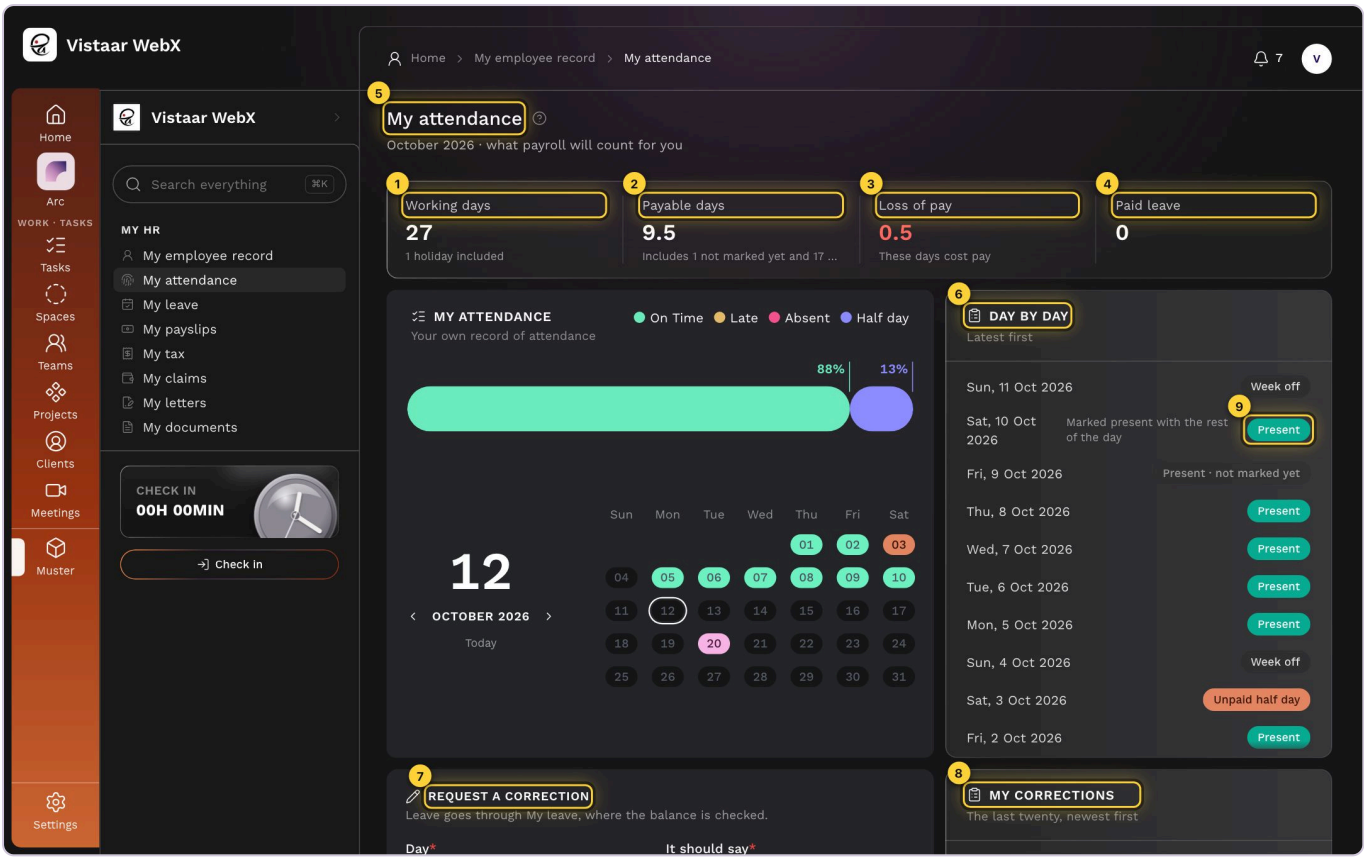
REPORT A MISTAKE IN YOUR HR RECORD

1. Under **Something HR keeps is wrong?**, pick the field in **What is wrong** (for example **Date of joining**).
2. In **What it should say**, write the correct value, for example "My joining date is 1 Apr 2025, not 4 Apr 2025".
3. Click **Send to HR**. HR corrects the record; you do not need to email them.

My attendance

Open: **My HR → My attendance** `/app/me/attendance` Who: every employee

This page shows your month exactly as payroll will count it, and lets you ask for a correction or claim a comp-off.



The tiles at the top are what payroll will use. Coloured days on the calendar are already marked.

1 Working days 2 Payable days 3 Loss of pay 4 Paid leave 5 My attendance 6 Day by day
7 Request a correction 8 My corrections 9 Present

ON THIS PAGE

- Tiles: 1 **Working days** (holidays included in the count), 2 **Payable days**, 3 **Loss of pay** and 4 **Paid leave**.
- 5 **My attendance** card: your On Time, Late and Absent share for the month, and a calendar. Use the arrows beside the month name to see earlier or later months.
- 6 **Day by day**: each day, latest first, with its mark (for example Present, Week off, Unpaid half day). A day shown as "not marked yet" has not been recorded; a future day is "Upcoming".
- 7 **Request a correction**, 8 **My corrections** and **Comp-off** forms.

HOW THE DAYS ARE COUNTED

MARK	PAID AS
Present, Work from home, On duty	A full day
Paid leave, Sick leave, Paid or sick half day	A full day (taken from your leave balance)
Weekly off, Holiday	A full day
Unpaid half day	Half a day; the other half is loss of pay
Absent, Unpaid leave, Loss of pay	Nothing; the whole day is loss of pay

> **GOOD TO KNOW**
> Days that are not marked yet are shown faded. Depending on your company's setting, an unmarked working day is either paid as present, counted as absent, or held until HR marks it when the month is locked. Check that your days are marked well before month end.

ASK FOR A CORRECTION

Use this when a day is marked wrong, for example you were at a client's office and could not check in.

1. Under 7 **Request a correction**, pick the **Day**.
2. In **It should say**, choose 9 **Present**, **Work from home**, **On duty** or **Unpaid half day**.
3. In **What actually happened**, explain briefly.
4. Click **Request correction**. It appears under 8 **My corrections** as **Pending**, with who it is waiting on (for example "With your manager").

> **GOOD TO KNOW**
> Rules: you can ask within 15 days of the day itself. Only one pending correction per day. The month must still be open. A correction goes to your reporting manager first, then to HR; once the last person approves, the day is changed on the attendance sheet. Leave is not a correction: apply for it on **My leave**, where your balance is checked.

CLAIM A COMP-OFF

Worked on a weekly off or a holiday? Claim a day back.

1. Under **Comp-off**, pick the **Day worked**.
2. Add **Why**, for example "Release support for a client launch".
3. Click **Claim comp-off**. It goes to your manager and HR for approval.

GOOD TO KNOW

The day must already be marked as worked on the attendance sheet, and it must have been an off day. A full day worked earns one comp-off day; a half day earns half. An approved comp-off adds to your Comp-off balance and lapses after 90 days if you do not use it.

PART 2

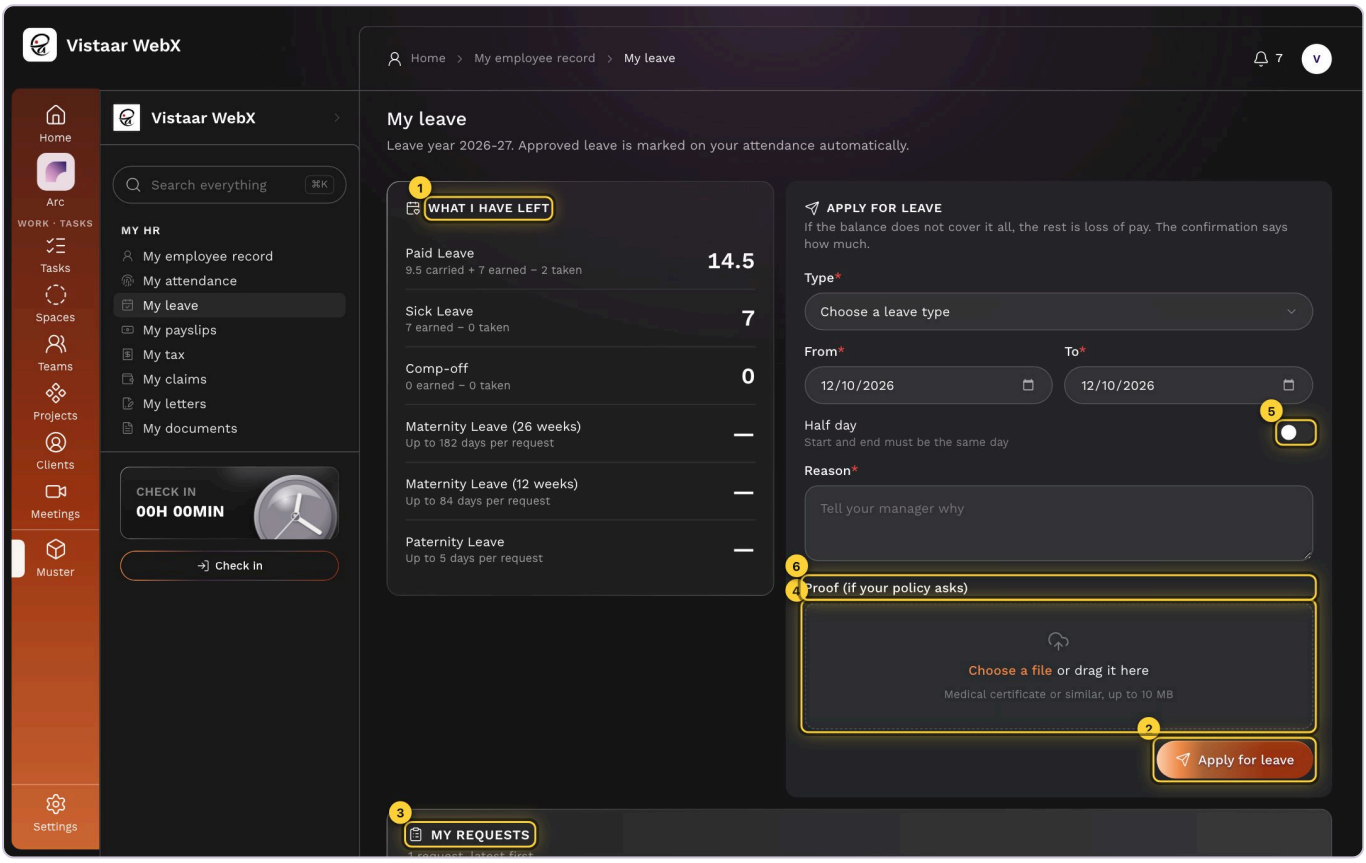
Leave and pay

Leave, payslips, tax declarations and expense claims.

My leave

Open: **My HR → My leave** `/app/me/leave` Who: every employee

See your balances, apply for leave and follow your requests. Approved leave is marked on your attendance automatically.



Each balance shows how it was worked out: carried forward plus earned, minus taken.

1 What I have left 2 Apply for leave 3 My requests 4 To 5 Half day 6 Proof (if your policy asks)

ON THIS PAGE

- 1 **What I have left**: each leave type with its balance, for example Paid Leave "9.5 carried + 7 earned − 2 taken" = 14.5. Types granted only when you apply, such as maternity and paternity leave, show the most you can take per request.
- 2 **Apply for leave**: the request form.
- 3 **My requests**: a table with **Type**, **Dates**, **Days**, **Reason** and **Status**.

APPLY FOR LEAVE

1. Pick the **Type**, for example **Paid Leave (PL)** or **Sick Leave (SL)**.
2. Set **From** and 4 **To**. For a single day, keep both the same.
3. For half a day, turn on 5 **Half day**. Start and end must then be the same day.
4. Write the **Reason**. Your manager reads it.

5. If your policy asks for proof (for example a medical certificate for long sick leave), add it under 6 **Proof (if your policy asks)**: PDF or image, up to 4 MB.
6. Click 2 **Apply for leave**. The confirmation says how many days were requested and how they are paid.

> **GOOD TO KNOW**
> How days are counted: weekly offs and holidays inside your dates are skipped, so Friday to Monday over a weekend is two days of leave, not four. If your balance does not cover the whole request, the rest is loss of pay, and the confirmation says so, for example "3 paid from the Paid Leave balance and 2 as loss of pay". Leave Without Pay is always unpaid.

> **GOOD TO KNOW**
> Who approves: your reporting manager first, then HR. You are told when the final decision is made. A rejection always comes with a note.

WITHDRAW A REQUEST

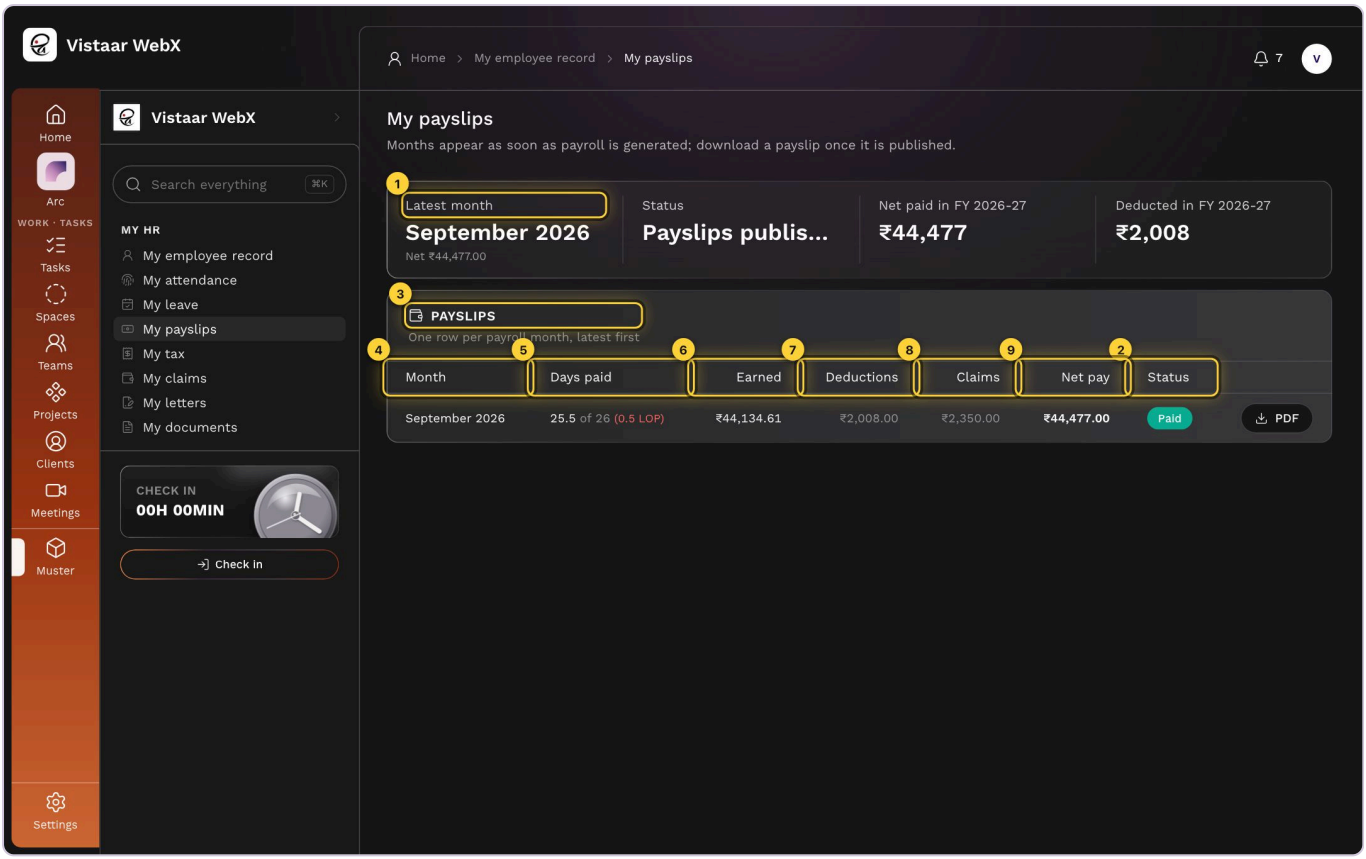
1. In 3 **My requests**, find the request. Only **pending** requests can be withdrawn.
2. Click **Withdraw** and confirm. Your approvers are told it was withdrawn.

> **TIP**
> Need to cancel leave that is already approved? Ask HR. They can cancel it and remove the marks as long as that month's attendance is still open.

My payslips

Open: **My HR → My payslips** `/app/me/payslips` Who: every employee

One row for every month payroll has been run for you, with a PDF payslip once it is published.



Days paid shows payable days out of working days, with loss-of-pay days in red.

1 Latest month 2 Status 3 Payslips 4 Month 5 Days paid 6 Earned 7 Deductions 8 Claims 9 Net pay

ON THIS PAGE

- Tiles: 1 **Latest month** with its net pay, 2 **Status** of that month's payroll, **Net paid in FY** and **Deducted in FY** for the current financial year.
- The 3 **Payslips** table: 4 **Month**, 5 **Days paid** (for example "24.5 of 26 (1.5 LOP)"), 6 **Earned**, 7 **Deductions** (PF, ESI, professional tax and so on), 8 **Claims** reimbursed with that salary, 9 **Net pay** and 2 **Status**.

DOWNLOAD A PAYSLIP

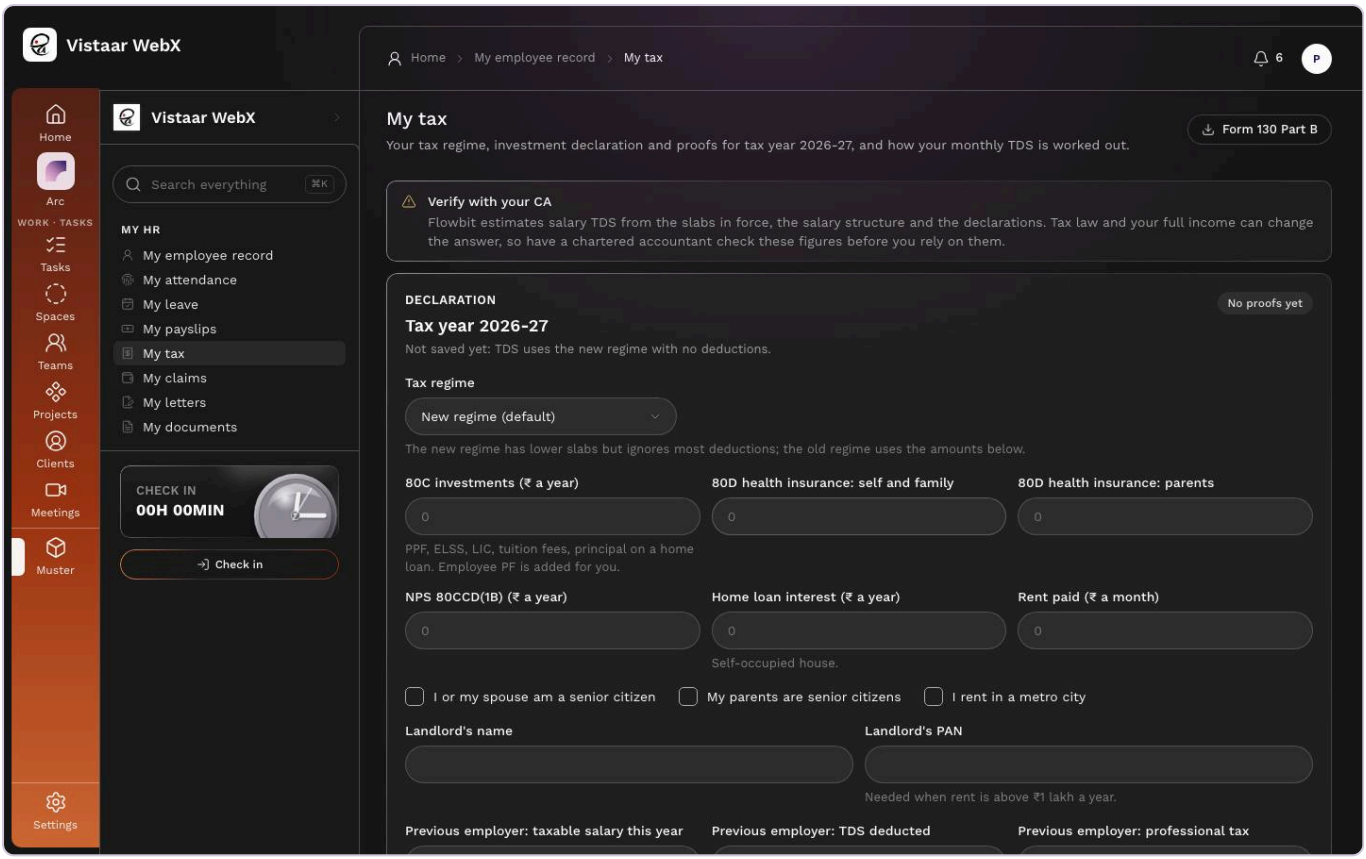
1. Find the month in the table.
2. Click **PDF** at the end of the row. The payslip downloads.

> **GOOD TO KNOW**
> A month appears as soon as payroll is generated, so you can see the figures early. The **PDF** button only appears once Finance publishes the payslips. Until then the month is "still with Finance". Payslips are also emailed to you when published.

My tax: declarations and Form 130

Open: **My HR → My tax** `/app/me/tax` Who: every employee on payroll

Tell HR how you want your salary TDS worked out, and see the worksheet behind each month's deduction.



Pick a regime and fill in what you invest; HR verifies the proofs.

1. Pick your tax regime: new (the default) or old.
2. For the old regime, fill in what applies: 80C investments, 80D health insurance (for yourself and your parents, with the senior citizen boxes), rent (with your landlord's PAN when rent is above ₹1 lakh a year), home loan interest and NPS under 80CCD(1B).
3. Joined mid-year? Add your previous employer's salary, TDS and professional tax so the year adds up.
4. Save. When HR opens the proof window, upload proofs for what you declared. HR verifies them or sends them back with a note.

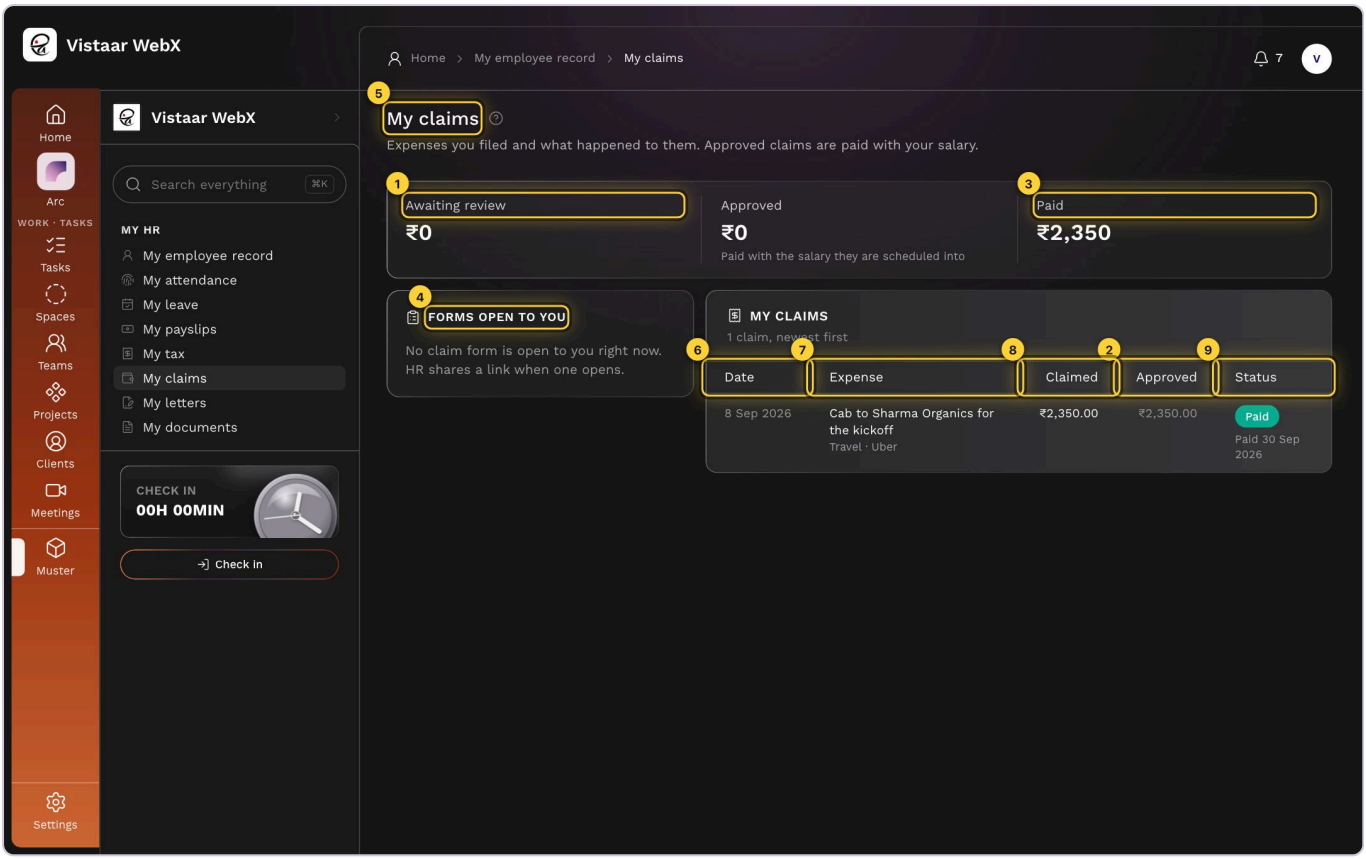
The worksheet shows the year's income, deductions, tax and what is left to deduct over the remaining months. **Form 130 Part B** downloads your salary and tax summary for the year (Form 130 replaced Form 16 under the Income-tax Act, 2025). Part A comes from TRACES through your employer.

> **CAREFUL**
> The figures are worked out by Flowbit from what you and HR entered. Check them with your CA before relying on them.

My claims

Open: **My HR → My claims** `/app/me/claims` Who: every employee

File work expenses such as cab fares or client lunches, and follow them until they are paid with your salary.



Claims are filed through a form HR opens for a period, for example "October expenses".

1 Awaiting review 2 Approved 3 Paid 4 Forms open to you 5 My claims 6 Date 7 Expense 8 Claimed 9 Status

ON THIS PAGE

- Tiles: 1 **Awaiting review**, 2 **Approved** (paid with the salary they are scheduled into) and 3 **Paid**, in ₹.
- 4 **Forms open to you**: each claim form you can use right now, with its deadline.
- 5 **My claims**: 6 **Date**, 7 **Expense** (purpose, category and vendor), 8 **Claimed**, 2 **Approved** and 9 **Status**, with the paid date once paid.

FILE A CLAIM WITH A RECEIPT

1. Under 4 **Forms open to you**, click **File a claim** on the right form. The claim form opens.
2. Enter your work email. A six-digit code is sent to it; it lasts 10 minutes.
3. Type the code to verify. The form says "Verified as {your name}".
4. Pick the category, the expense date (not in the future) and the amount in ₹.
5. Add the vendor, the purpose (for example "Cab to client office for kickoff"), and the client or project if it applies.
6. Attach the receipt: PDF, PNG, JPEG, WebP or HEIC, up to 4 MB. Most forms require one.
7. Submit. You see "Claim for ₹... submitted" and the claim appears on My claims.

GOOD TO KNOW

HR may approve the full amount, approve a reduced amount with a note, or reject with a reason. You are emailed the decision. Approved claims are added to a payroll month and paid with that salary; the **Claims** column on your payslip shows them. A form can cap the amount per claim, and each category can have its own limit.

TIP

Your session on the claim form lasts an hour. If it ends while you are typing, verify your email again; what you typed is kept.

PART 3

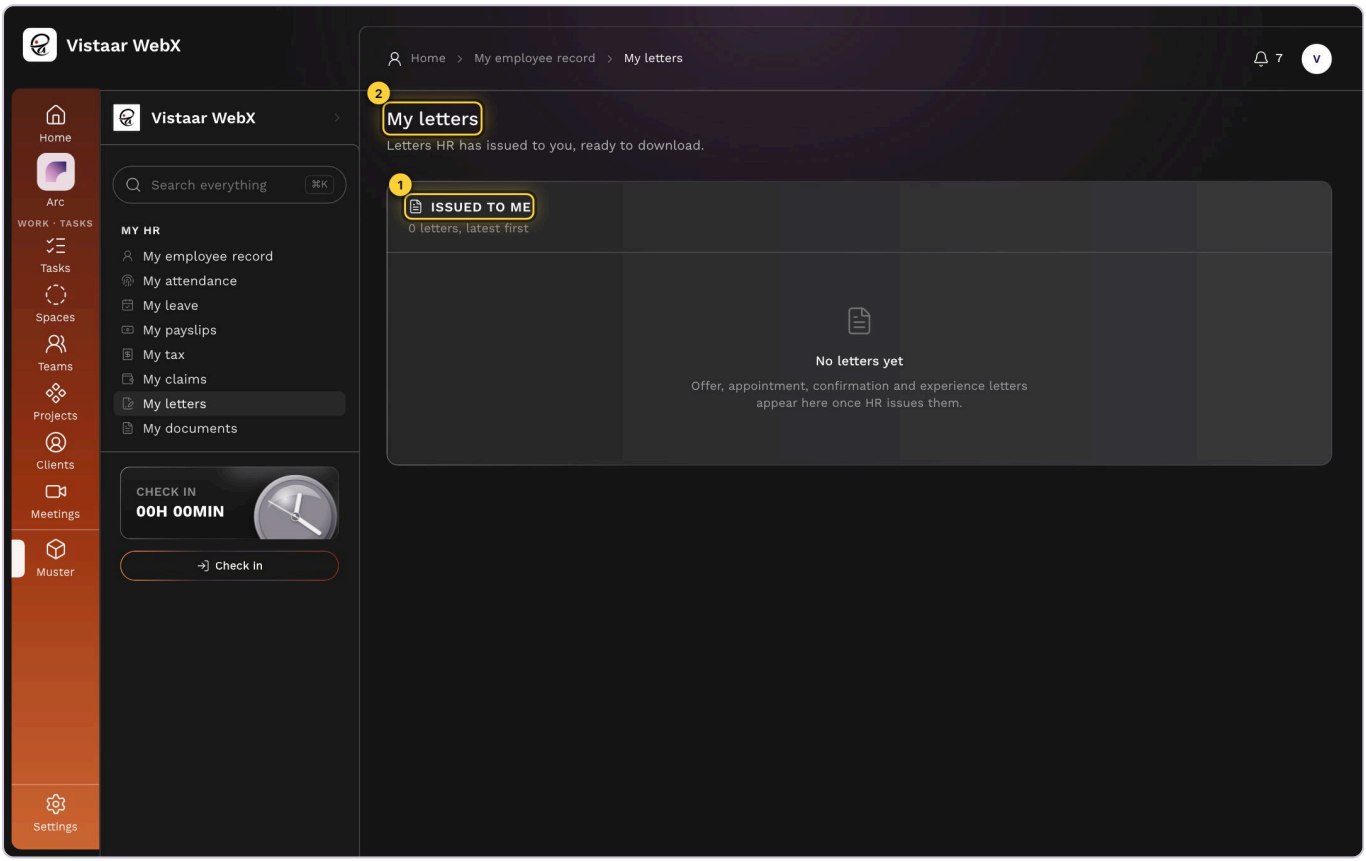
Letters and documents

HR letters issued to you and your own documents.

My letters

Open: **My HR → My letters** `/app/me/letters` Who: every employee

Letters HR has issued to you, such as your offer, appointment, confirmation, salary revision or experience letter, ready to download.



Until HR issues a letter, the page says "No letters yet".

1 Issued to me 2 My letters

ON THIS PAGE

- 1 **Issued to me**: each letter with its reference number, the kind of letter and the issue date, latest first, and a download link.

DOWNLOAD A LETTER

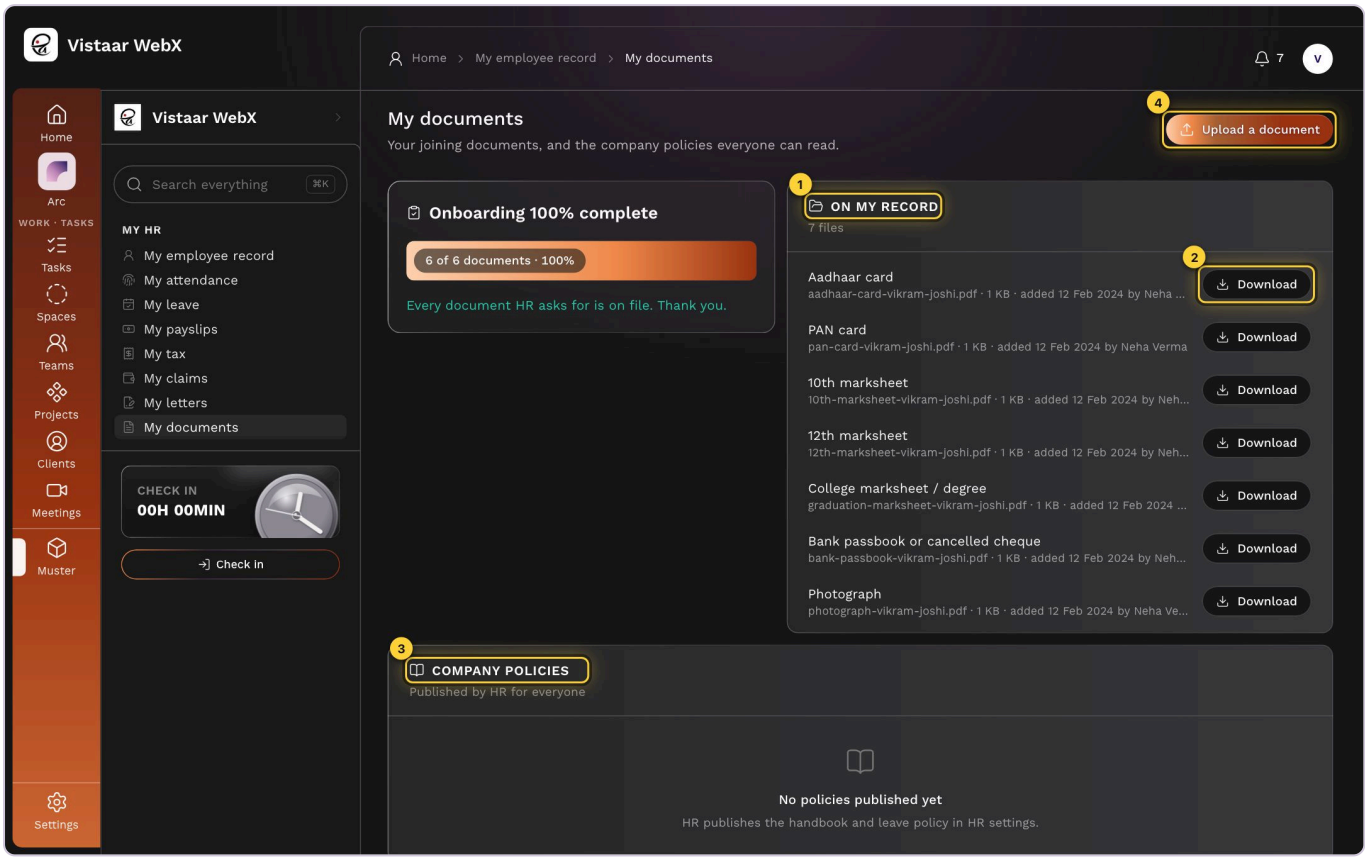
1. Open 2 **My letters**.
2. Find the letter and click its download link. The signed PDF downloads.

> **GOOD TO KNOW**
> Only issued letters appear here. Drafts HR is still working on are never shown. Need a letter you do not see, such as an experience letter for a visa? Ask HR to issue it; it appears here as soon as they do.

My documents

Open: **My HR → My documents** `/app/me/documents` Who: every employee

Your joining documents on file, what is still missing, and the company policies HR has published.



The onboarding bar counts the documents HR asks every new joiner for.

1 On my record 2 Download 3 Company policies 4 Upload a document

ON THIS PAGE

- **Onboarding**: how many of the required joining documents are on file, for example "6 of 6 documents". Anything missing is listed here.
- 1 **On my record**: each file with its type (Aadhaar card, PAN card, marksheets, bank passbook or cancelled cheque, photograph and so on), size, date added and who added it. Click 2 **Download** to get a copy.
- 3 **Company policies**: the handbook, leave policy and other documents HR publishes for everyone.

UPLOAD A DOCUMENT

1. Click 4 **Upload a document** (top right).
2. Choose the **Document type**. The first missing document is suggested.
3. Under **File**, choose one PDF or image (PNG, JPEG, WebP or HEIC), up to 4 MB. A clear phone photo of the page is fine.
4. Add **Notes** if useful, then click **Upload**.

> **TIP**
> The same joining checklist drives **What HR still needs from you** on My employee record. Upload everything there and both reach 100%.

PART 4

Alerts, briefs and language

Choose what Flowbit tells you, and read it in Hindi.

My alerts

Open: **Rail** → **Settings** → **My alerts** `/app/settings/profile/notifications` Who: everyone

Choose which alerts reach you, and where: in the bell (**In-app**) or by **Email**. Any switch you leave untouched follows the workspace defaults set by your admin.

TIP
The screenshot of this page is being retaken. One row per kind of alert, with a switch for each channel.

ON THIS PAGE

- **Alerts** — one row per kind of alert: tasks assigned to you, @mentions, blocked tasks, due today and overdue, comments and replies, task status changes, approvals waiting on you, decisions on your requests, HR reminders, attendance nudges, birthdays and anniversaries, compliance dates, meetings, follow-ups due, leads and deals, invoices and payments, payslips and letters, team and announcements, Flowbit account and security.
- **Snooze** — pause alert emails for **1 hour**, the **Rest of today**, or until a time you pick (**Until then**).
- **Digest** — **One email per alert**, **Hourly digest** (at most one alert email an hour) or **End-of-day digest** (one email at 6 pm). Urgent alerts still go at once.
- **Quiet hours** — follow the workspace quiet hours, set **My own hours**, or choose **No quiet hours**.

CHANGE WHAT REACHES YOU

1. Find the row, for example **Task status changes**.
2. Turn the **In-app** or **Email** switch on or off.
3. Pick a **Digest** and **Quiet hours** option if you want fewer emails.
4. Click **Save**.

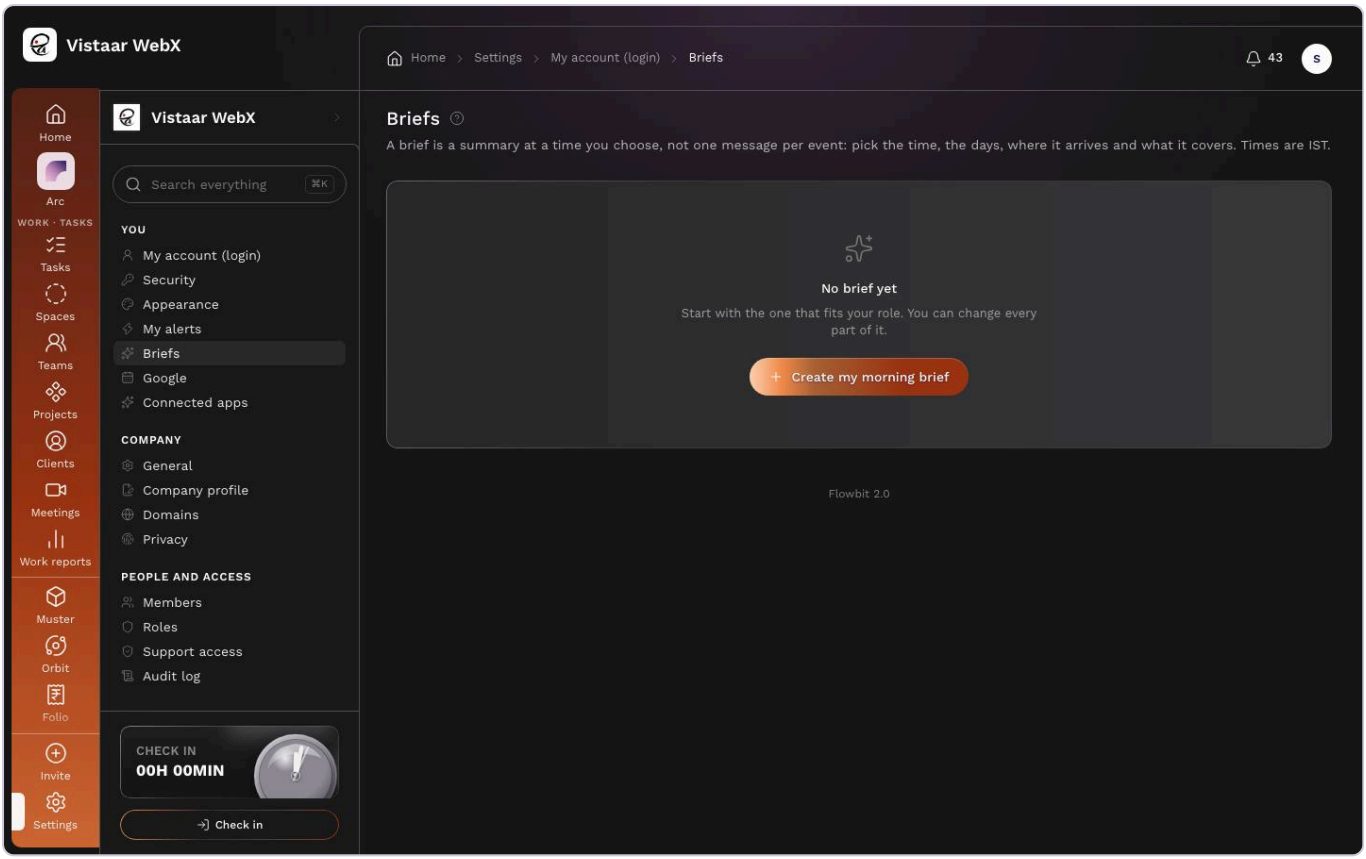
GOOD TO KNOW
Some switches are fixed by Flowbit. **Security** emails (password resets, sign-in codes, ownership changes) always go and ignore snooze and quiet hours. Comments are always emailed as an hourly digest.

CAREFUL
Approval and task emails have buttons (**Approve**, **Reject**, **Mark done**, **Snooze 1 day**). Each button works once, for 7 days, without signing in, for whoever has the email, so don't forward approval emails. Expense claims and bank account changes ask the person they were sent to to sign in first.

Briefs

Open: **Rail** → **Settings** → **Briefs** `/app/settings/profile/briefs` Who: everyone

A brief is your own summary of what needs you, sent at a time you choose. You pick the days, where it arrives and what it covers. You can have more than one, for example a morning brief and an end-of-day wrap. Times are IST.



Before your first brief, the page offers one preset for your role.

CREATE YOUR FIRST BRIEF

1. Click **Create my morning brief**. Flowbit starts you with the preset that fits your role: an owner gets everything, an employee gets Work and Approvals.
2. Change the **Name** if you like.
3. Set **Time (IST)** and **How often**: daily, weekdays, weekly on a **Day of the week**, or monthly on the 1st. Pick the **Days**.
4. Under **Where**, tick **In-app (the bell)**, **Email** or both.
5. Under **Sections, in order**, add the sections you want and use **Move up** and **Move down** to order them. **Remove** drops one.
6. Narrow the task sections with **Which tasks**, **Only these projects (none = all)** and **Only these priorities (none = all)**.
7. Tick **Skip when there is nothing** so an empty brief is not sent. Save.

Use **Add a brief** later for a second one.

SECTIONS YOU CAN PICK

GROUP	WHAT IT SHOWS
Work	Your tasks due today, overdue, due this week, blocked, today's meetings, your timer and timesheet status
Approvals	Everything waiting on you, with approve links
Team (managers)	Who is on leave or absent today, who is late, the team's overdue tasks, workload
Money (owners and accounts)	Due today and overdue with the top 5 clients, yesterday's receipts, this month's billing, the week's cash forecast

GROUP	WHAT IT SHOWS
Sales	Follow-ups due, new leads yesterday, deals closing this week
Compliance	Statutory dates in the next 7 days

Flowbit in Hindi

Open: **Settings → My account (login) → Language** Who: everyone, for themselves

Choose **हिन्दी** to see your own HR screens in Hindi: My employee record, My attendance, My leave (apply and balances), My claims, My letters, My payslips, the check-in card with its break types, and the Home attendance and Get started cards. Payslip PDFs then print English and Hindi labels side by side. My tax and My documents, and everything else, including names, dates and leave types, stay in English, and emailed payslips stay in English.

PART 5

Questions people ask

Short answers from the Flowbit FAQ. The full list is at useflowbit.com/faq.

How do employees check in?

From the check-in card in Flowbit's side panel, or the quick check-in button on a phone: Check in, Take break, Resume and Check out. The punches build the attendance register on their own. Employees without a login can be marked by HR.

Can we track lunch and tea breaks?

Yes. Take break asks for a type: Lunch, Power Nap, Tea/Coffee or Personal/Rest. HR sets whether each is paid and its daily limit. Payable hours are the hours worked plus paid breaks up to their limits, shown next to effective hours.

Can check-in record where people are?

Yes, if HR turns it on: off, optional or required. Add office areas with a radius, and a check-in outside them is flagged or blocked. People see a notice and agree before their location is read the first time. Breaks never ask for it.

What can employees do themselves?

In My HR they see and update their profile, see their attendance and request corrections, apply for leave and check balances, download payslips, file claims, and see their letters, documents and tax declaration. It only ever shows a person their own record.

How does leave approval work?

A request goes to the person's manager, then to HR. Approve from Flowbit or straight from the email (the button works once, for 7 days, for whoever has the email). HR can apply leave for someone, adjust balances with a reason, and see who is away on the leave calendar. Pending requests are chased after 24 and 48 hours.

How do expense claims work?

Set up categories with limits and publish a claim form. Employees open the link, verify with a code sent to their work email, enter the amount and upload the receipt, with no login needed. HR approves in full, a reduced amount or rejects; approved claims are paid with salary or marked paid on their own.

Does Muster work out salary TDS and Form 130 (earlier Form 16)?

Yes, when you switch it on. Employees declare their regime and investments in My tax and upload proofs; Flowbit works out each month's TDS from a worksheet. It exports the quarterly Form 138 (earlier 24Q) data and a Form 130 (earlier Form 16) Part B PDF. It does not file returns, and every screen says to verify with your CA.

Is Flowbit available in Hindi?

Partly. Each person can switch their own HR screens to Hindi in Settings → My account → Language: My HR, check-in and breaks, leave and payslips (the payslip PDF then has English and Hindi labels). The rest of Flowbit is in English. Quick add understands Hinglish dates and times everywhere.

Is there a mobile app?

Flowbit works in your phone’s browser, with touch-friendly boards, a quick check-in button and dialogs that open as bottom sheets. You can add it to your home screen like an app. It needs an internet connection; nothing works offline.