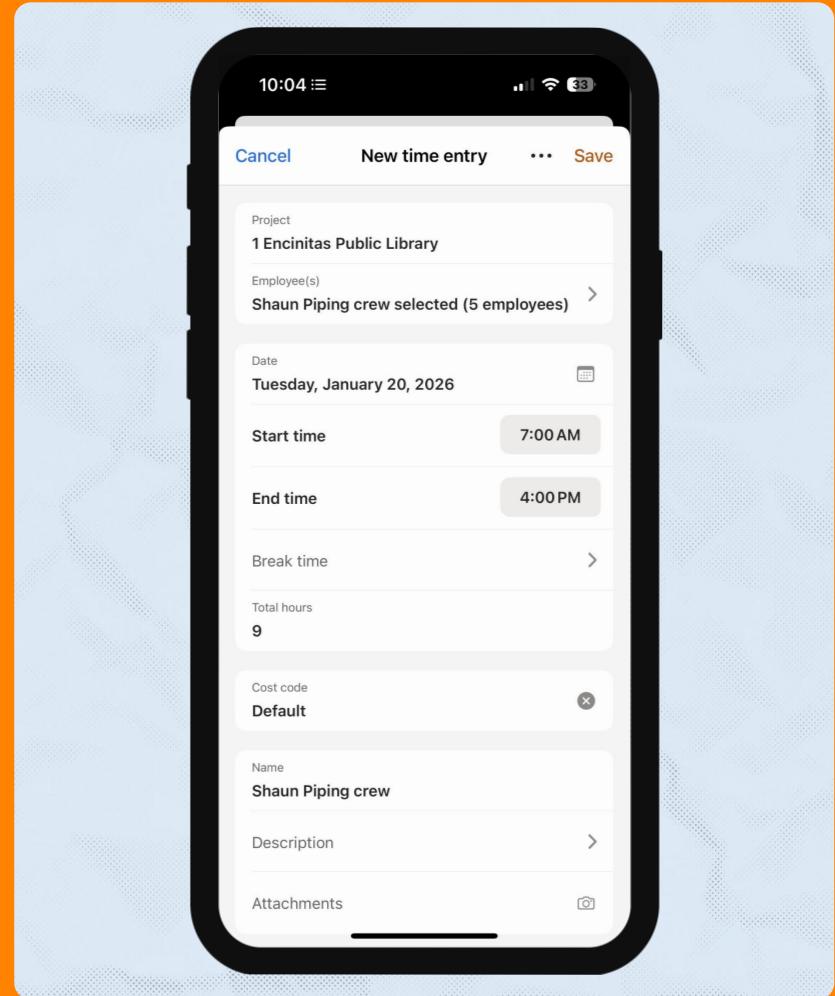


2026

Raken Time Card Guide



What this guide is

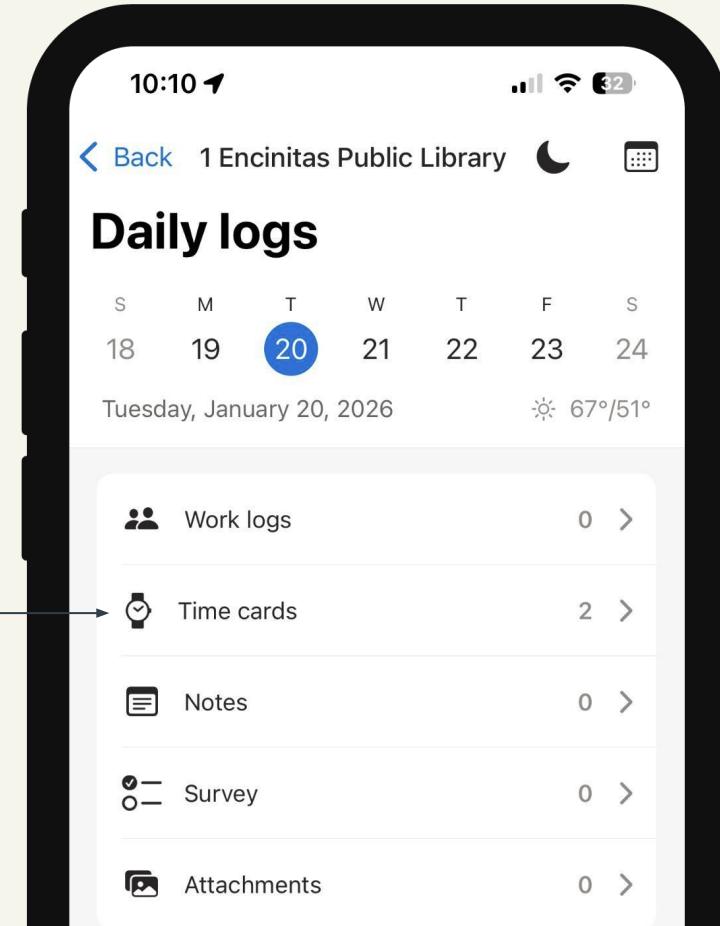
This guide explains upcoming improvements to how time cards are entered and reviewed in Raken. The goal of these changes is to improve clarity, speed, and consistency across web and mobile, while preserving the workflows your teams already rely on today.

This guide explains:

- What has changed
- What has not changed
- How to complete the same tasks you do today
- Where to enter time going forward

Why we made these changes

- Make crew-based time entry faster and easier
- Improve accuracy and consistency when allocating overtime across a pay period
- Improve efficiency reviewing and entering time, especially across projects
- Clearly separate employee time cards from subcontractor work logs



Who it's for?

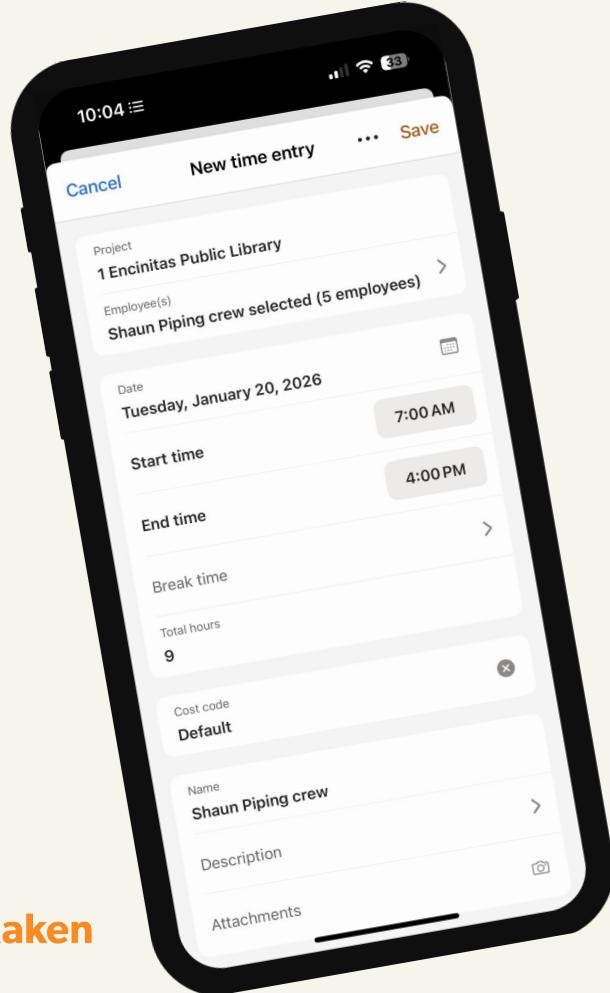
Foremen & Supervisors entering time for crews

Where to review and enter time now

- **Project tools > Daily Logs > Time Cards -**
Create time cards as part of your daily reporting workflow
Time > Clock - Clock employees in and out
- **Time > Entries** - Create time cards across multiple projects
- **Time > Summary** - Review and enter time cards for the pay period

What hasn't changed

- Time clock and kiosk workflows
- Overtime rules and calculations
- Payroll approvals and exports
- Ability to add descriptions, notes, and photos to daily reports



What's new

Clearer navigation

- New Time Cards section under Daily Logs
- Clear separation between work logs and time cards

Faster time entry

- Faster crew-based entry
- Easier bulk edit and split workflows
- Ability to enter time across projects

Smarter overtime handling

- Overtime is automatically allocated correctly across the pay period, regardless of entry order

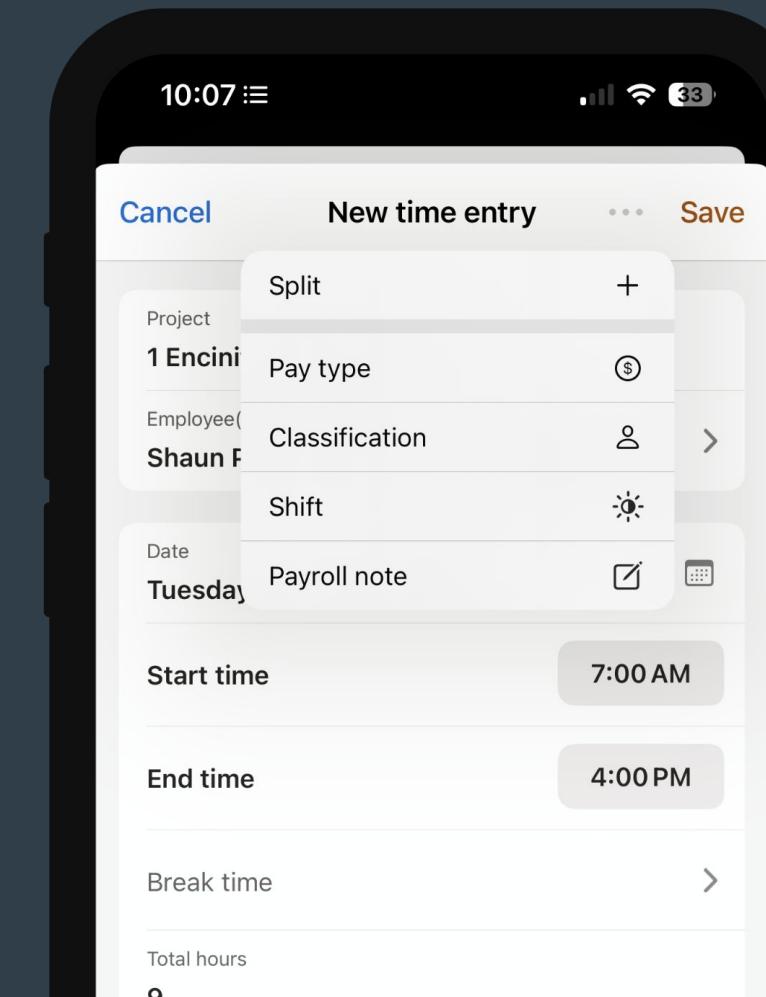
What you'll still do

- Select a project
- Select a crew or employee
- Enter hours, cost codes, and payroll notes
- Add activity descriptions and photos for daily reports
- Review and approve time cards
- Submit time for payroll

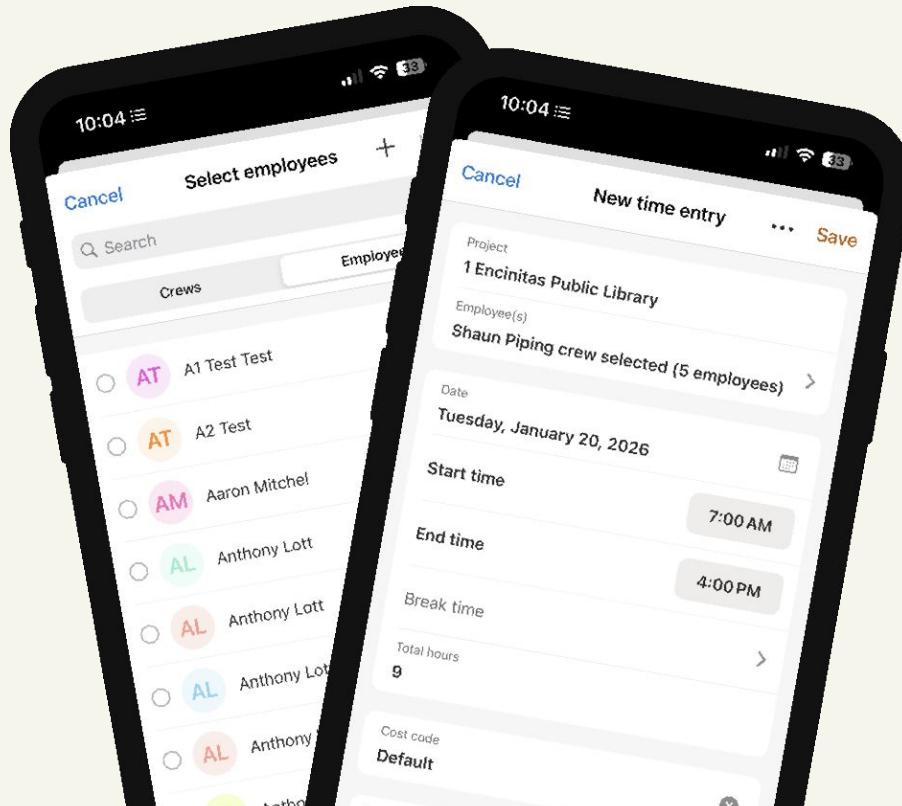
What to do next

1. Review the Common Tasks section below
2. Enter time cards in Raken as you normally do
3. Share feedback with your supervisor or Raken contact
4. You can also email questions or share feedback directly with shaun.culver@rakenapp.com

Common Tasks (Mobile)



Create a new time card

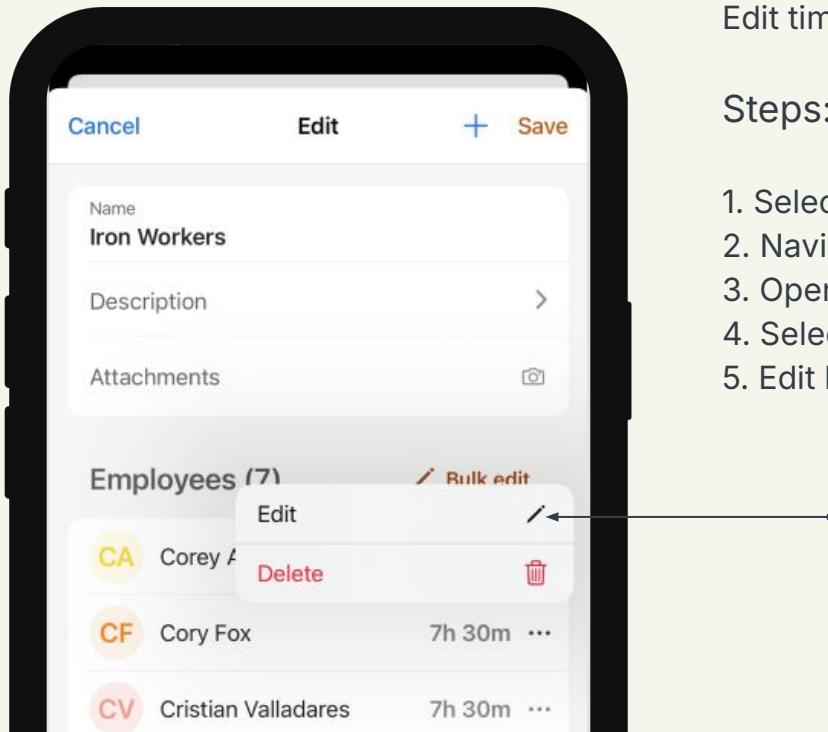


Create time for a single employee or an entire crew.

Steps:

1. Select a project
2. Navigate to **Daily Logs > Time Cards**
3. Select Create New Time Card
4. Select a crew (optional)
5. Select one or more employees
6. Enter hours and details

Edit time for a single employee



Edit time or activities for an individual employee

Steps:

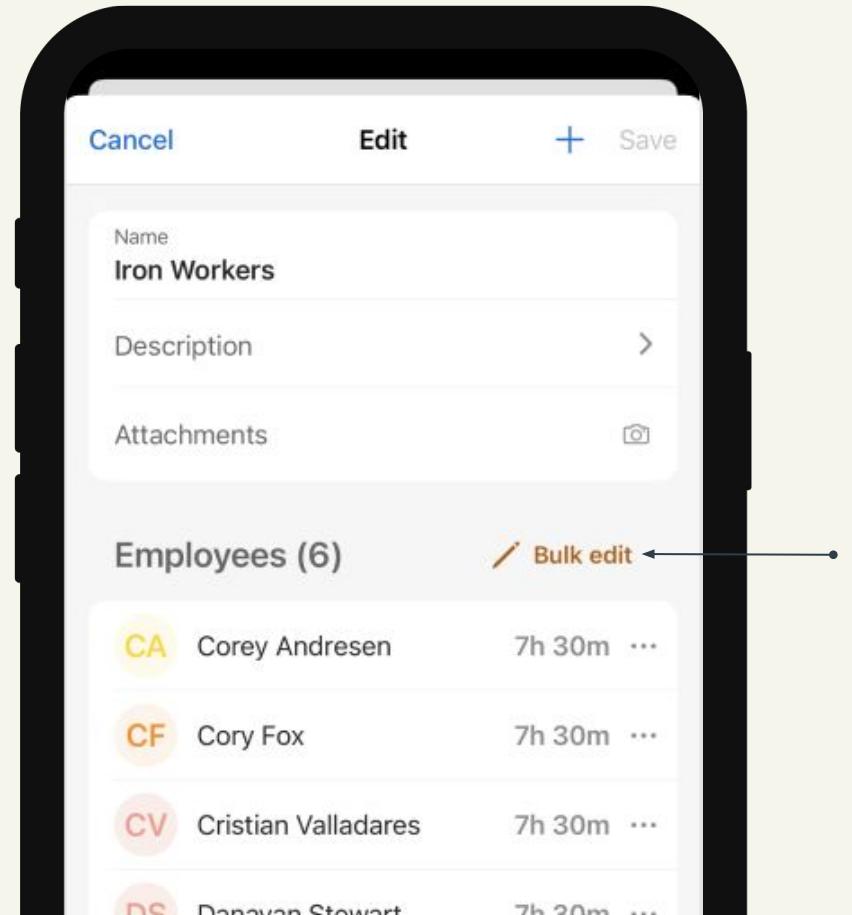
1. Select a project
2. Navigate to Daily Logs > Time Cards
3. Open the time card
4. Select the employee ellipsis (...) > Edit
5. Edit hours, breaks, cost code, etc.

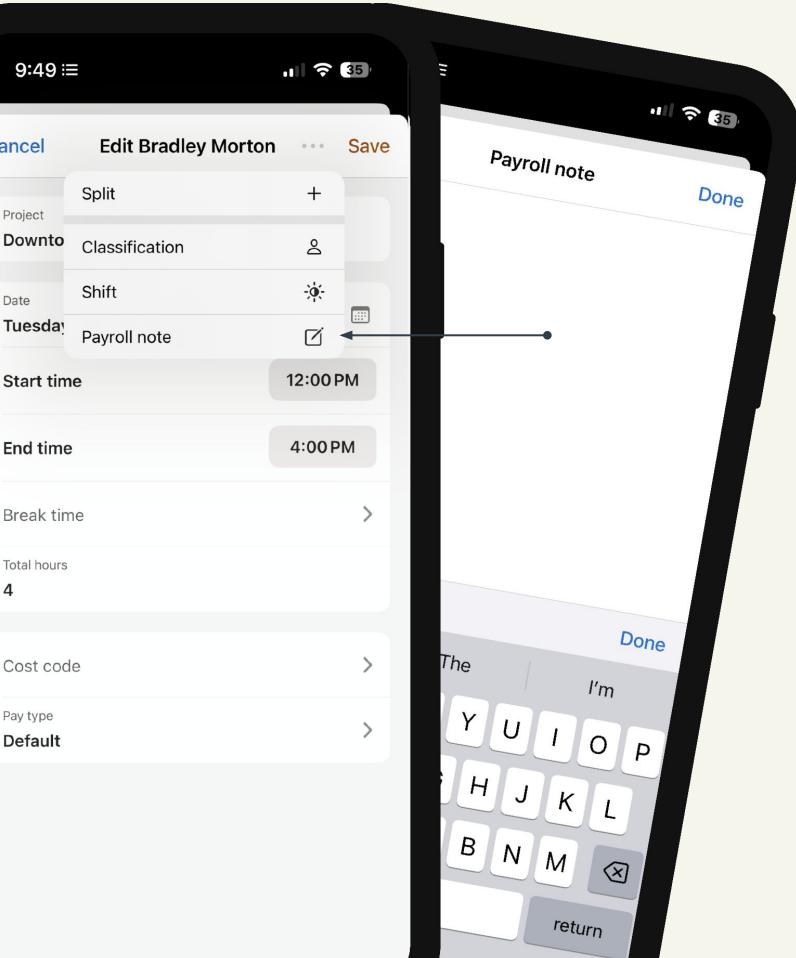
Bulk edit time for a crew

Edit time or activities in bulk for all employees on the crew

Steps:

1. Select a project
2. Navigate to Daily Logs > Time Cards
3. Open the time card
4. Tap Bulk Edit
5. Edit hours, breaks, cost code, etc.





Add payroll notes

Less frequently used options for adding detailed payroll notes are available from the top ellipsis (...) menu

Steps:

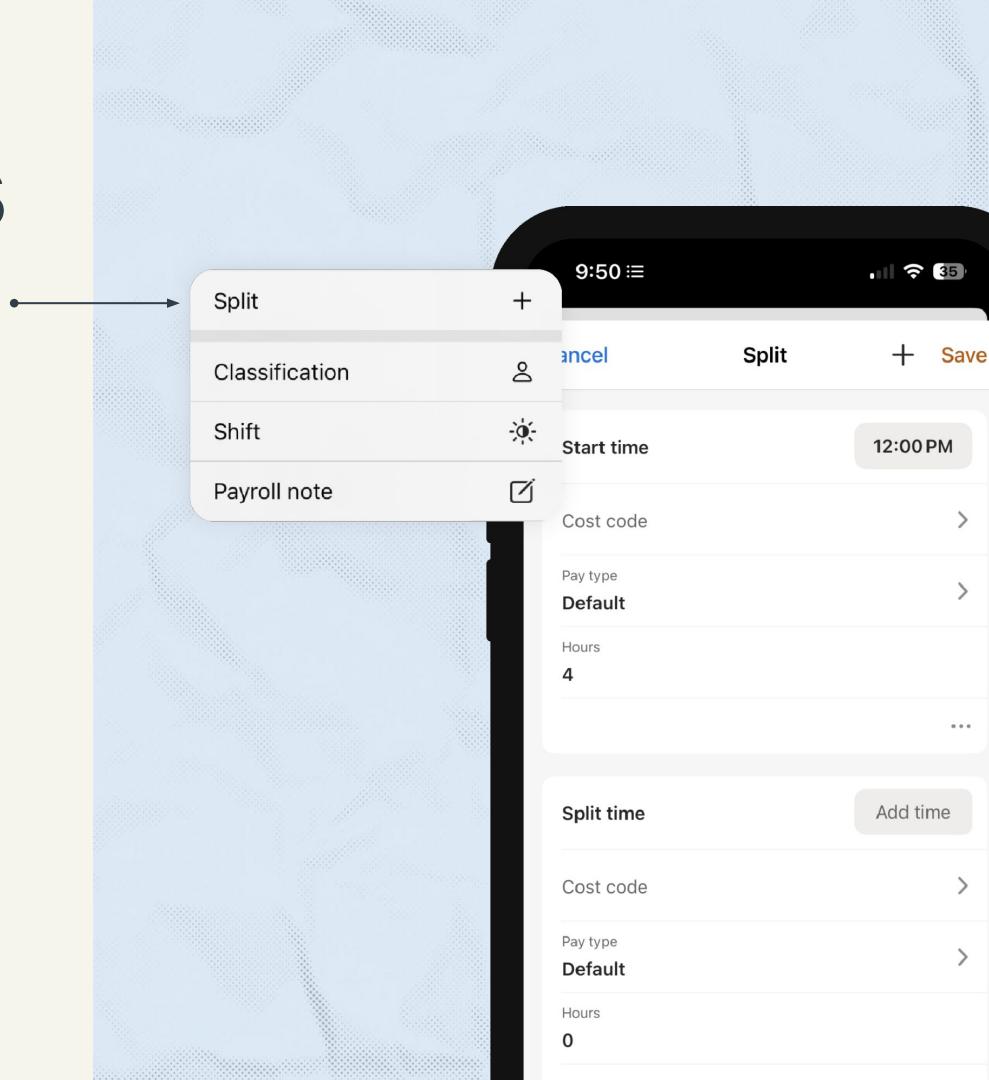
1. Tap the ellipsis (...) menu
2. Select Payroll Note, Pay Type, Classification, or Shift

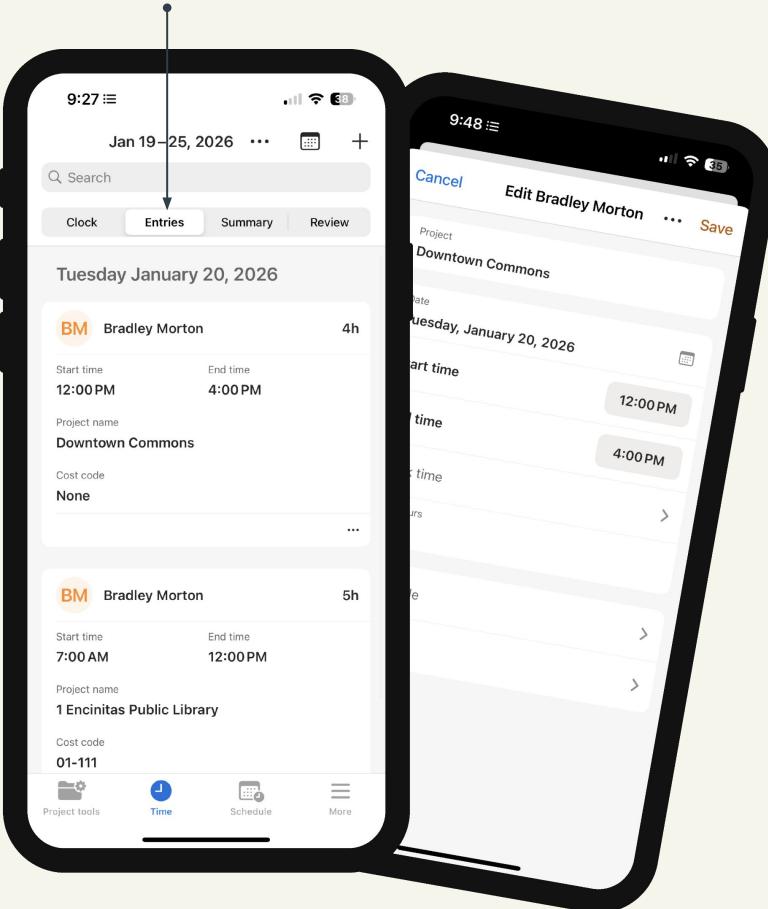
Split time cards

Use Split to allocate time across multiple cost codes or activities.

Steps:

1. Tap the ellipsis (...) menu
2. Select split
3. Add split time and select a cost code





Enter time across Projects (Entries)

Use the Time > Entries tab to review and enter time across multiple projects without having to navigate to each project's daily logs

Steps:

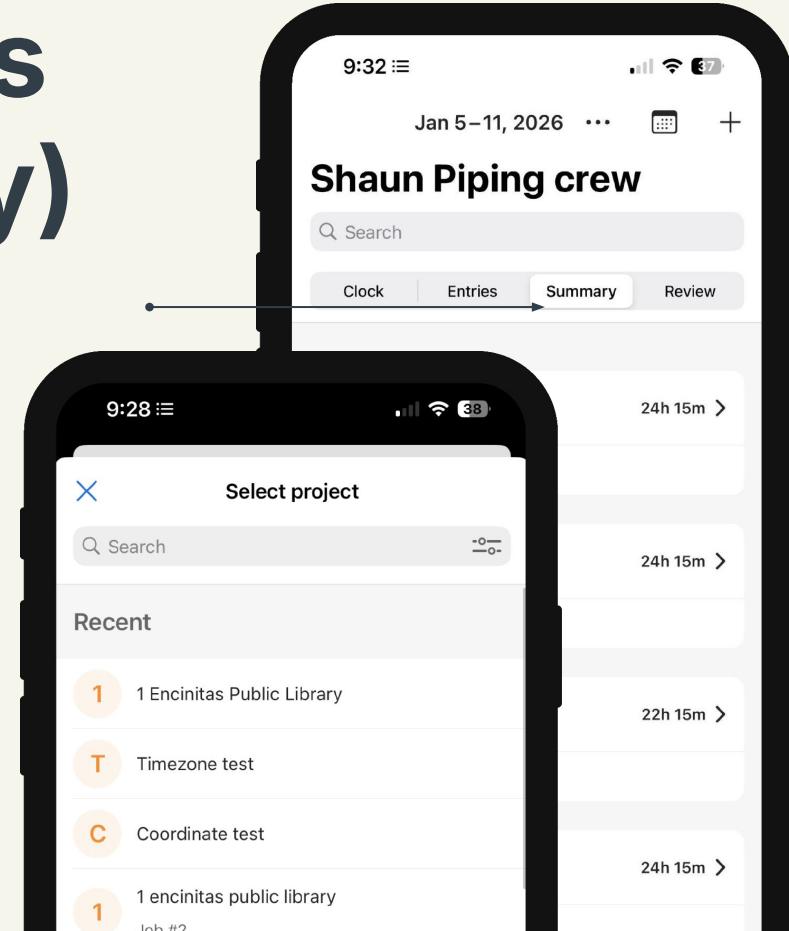
- Select Time
- Select Entries
- View entries
- Click + to create a new entry

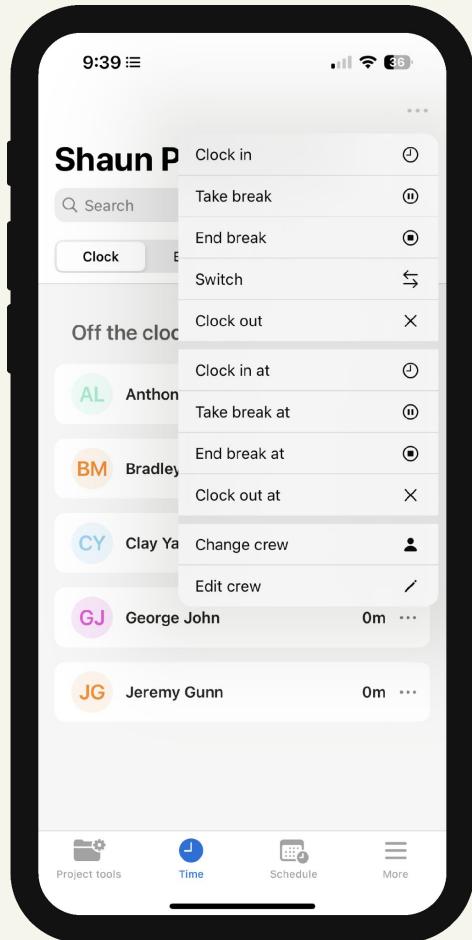
Review time across projects (Summary)

Use the new Time > Summary tab to review all employee time across multiple projects for the pay period

Steps:

- Select Time
- Select Summary
- View summaries by employee
- View or edit employee entries





Clock employees in/out

Use the new Time > Clock tab to review live hour totals and clock statuses for each of your employees

Steps:

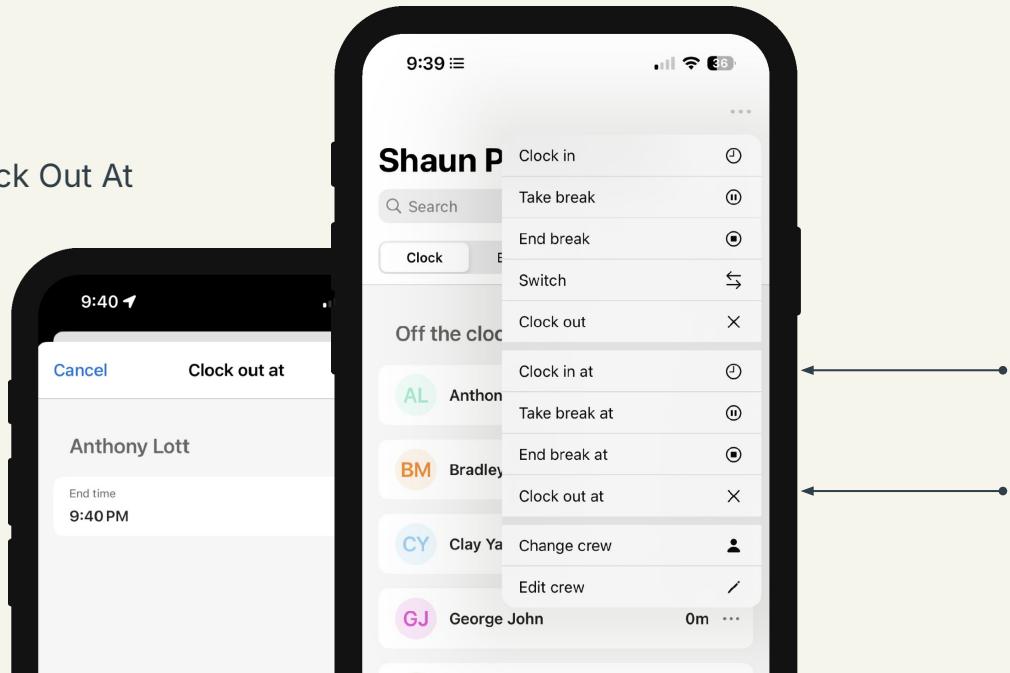
- Select Time
- Select Clock
- Use the ellipsis (...) to Clock In or Clock Out

Fixed missed punches

Use the new Time > Clock tab to review live hour totals and clock statuses for each of your employees

Steps:

- Select Time
- Select Clock
- Use the ellipsis (...) to Clock In At or Clock Out At



Common Tasks (Web)



New time card

Project

Encinitas public library

Crew (optional)

Select

Employees *

David Archer ✖ David Caisson ✖ Emily Foster ✖ +2

Date

Wed, Mar 19, 2025

Start time

09:00 AM

End time

8:30 PM

Meal start time

10:30 AM

Add pay type

0 Add shift

New time card

Project

Encinitas public library

Crew (optional)

Select

Employee

Select

Date

Select date

Start time End time

--:--

+ Add break

Cost code

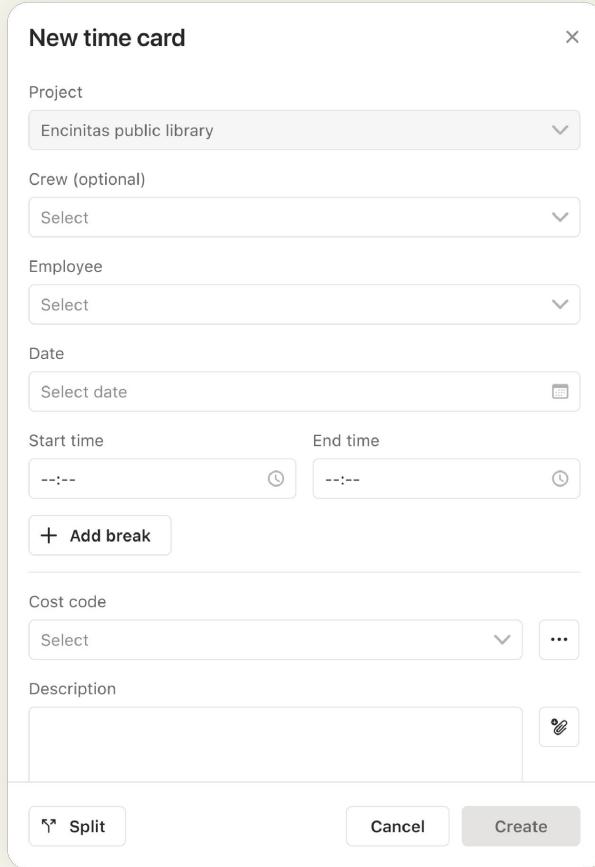
Select

Description

Split

Cancel

Create



Create a new time card (Project tools)

Create a new time card to enter time for a single employee or in bulk for a crew

Steps:

1. Select project.
2. Navigate to Daily Logs > Time cards
3. Create + Time card
4. Select a crew
5. Select one or more employees
6. Enter hours and details

Edit time for a single employee

Use Split to allocate time across multiple cost codes or activities.

Steps:

1. Select a project
2. Navigate to Daily logs > Time cards
3. Edit time card
4. Select the employee ellipsis (...) menu > Edit
5. Edit hours, breaks, cost code, etc

Edit time card

Project: Encinitas public library

Crew (optional): Select

Employee *: Jeremy Gunn

Date: Wed, Mar 19, 2025

Start time: 07:00 AM

End time: 04:00 PM

+ Add break

Cost code: 100-100-General

Total hours: 8h

Split **Cancel** **Save**

Bulk edit

Use bulk edit to update and replace all employee entries

Project: Encinitas public library

Crew (optional): SD - Piping

Employee *: David Archer, David Caisson, Emily Foster, +2

Date: Wed, Mar 19, 2025

Start time: 07:00 AM, End time: 04:00 PM

Meal start time: 10:30 AM, Duration: 1:00

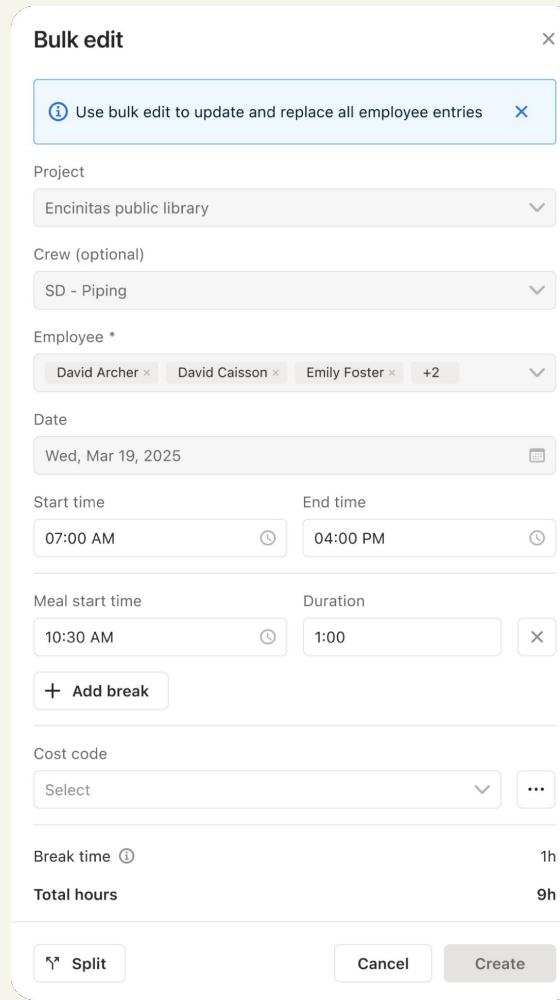
+ Add break

Cost code: Select

Break time: 1h

Total hours: 9h

Split **Cancel** **Create**



Bulk edit time for a crew

Edit time or activities in bulk for all employees on the crew

Steps:

1. Select a project
2. Navigate to Daily logs > Time cards
3. Edit time card
4. Tap Bulk Edit
5. Edit hours, breaks, cost code, etc

Add payroll notes

Less frequently used options for adding detailed payroll notes are available from the top ellipsis (...) menu

Steps:

1. Tap the ellipsis (...) menu
2. Select split, pay type, classification, shift or payroll note

New time card

Project

Encinitas public library

Crew (optional)

Select

Employees *

David Archer ✖ David Caisson ✖ Emily Foster ✖ +2

Date

Wed, Mar 19, 2025

Start time 09:00 AM

End time 8:30 PM

Meal start time 10:30 AM

Duration 00:00:00

Add pay type

Add shift

Add classification

Add payroll note

Cost code 100-100-General

Break time 0.5h

Total hours 10.5h

Split

Cancel

Save

Split hours

Entry 1 8h

Start time Cost code
07:00 AM 100-100-General

Entry 2 0h

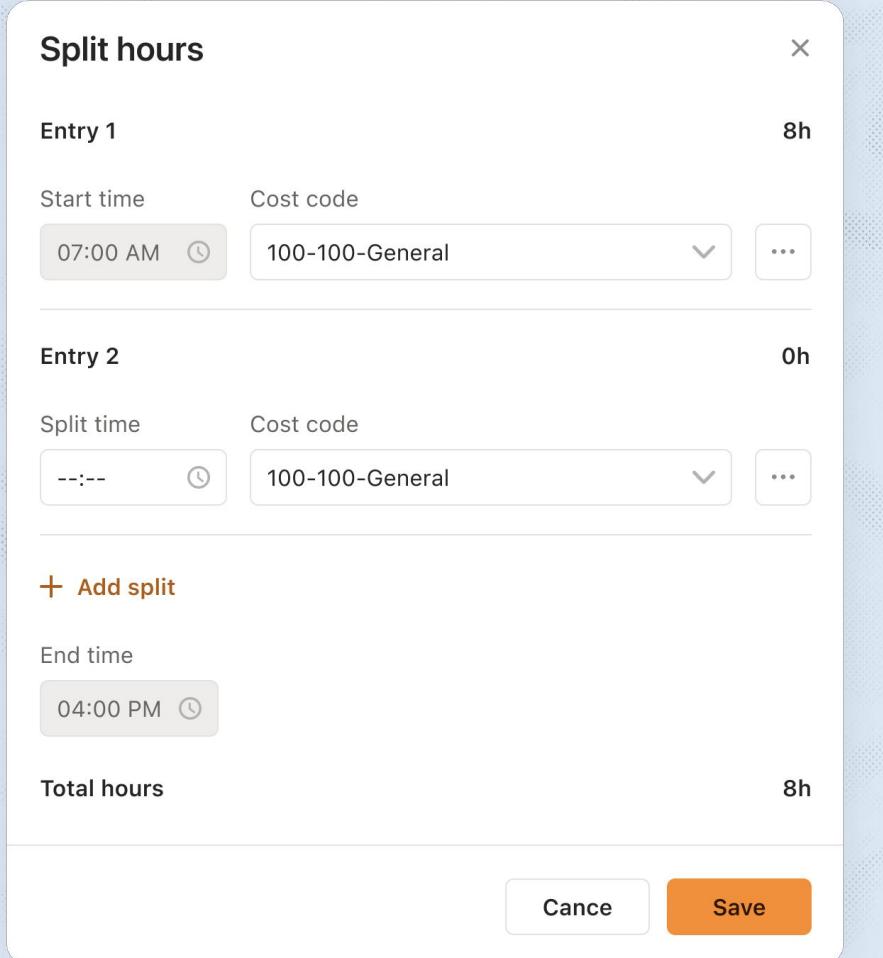
Split time Cost code
--:-- 100-100-General

+ Add split

End time
04:00 PM

Total hours 8h

Cancel **Save**



Split time cards

Use Split to enter time for employees against multiple cost codes or activities

Steps:

1. Tap the ellipsis (...) menu
2. Select split
3. Add split time + select cost code