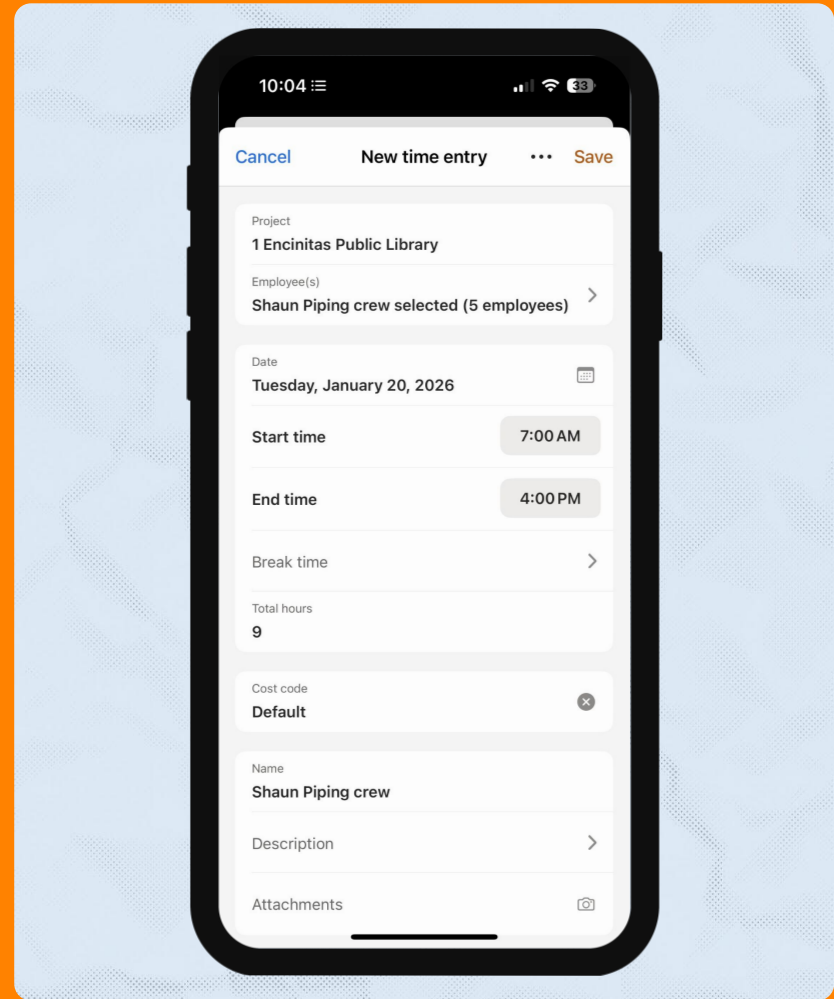


2026

# 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:

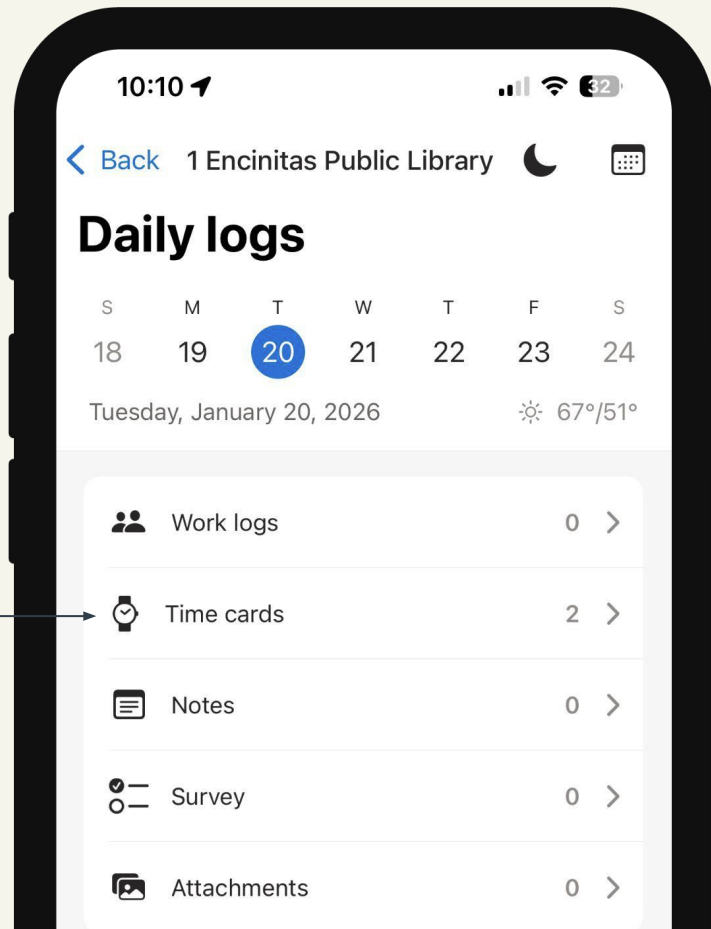
- What has changed
- What has not changed
- How to complete the same tasks you do today
- Where to enter time going forward

# 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

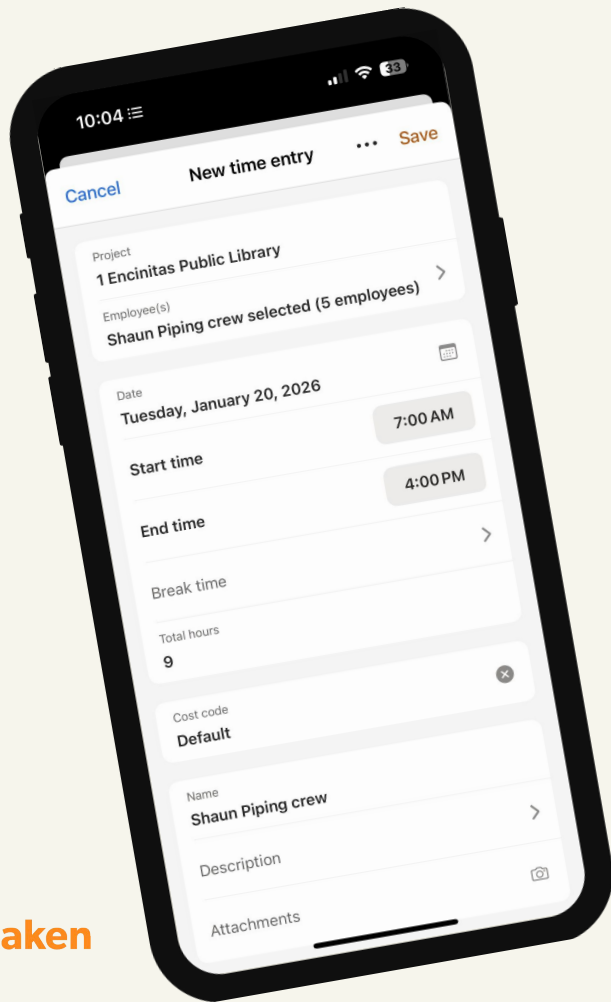


# Where to review and enter time now

- **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

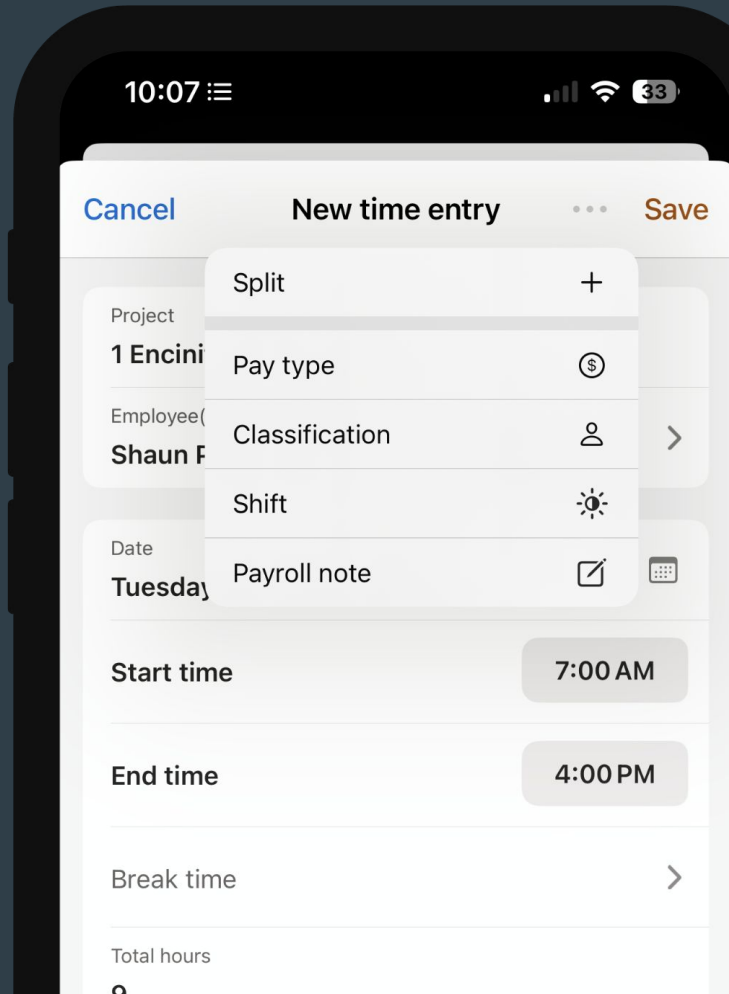
# What you'll still do

- 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](mailto:shaun.culver@rakenapp.com)

# Common Tasks (Mobile)



10:07

Cancel New time entry ... Save

Project  
1 Encini

Employee  
Shaun F

Date  
Tuesday

Split +

Pay type \$

Classification >

Shift ☀

Payroll note >

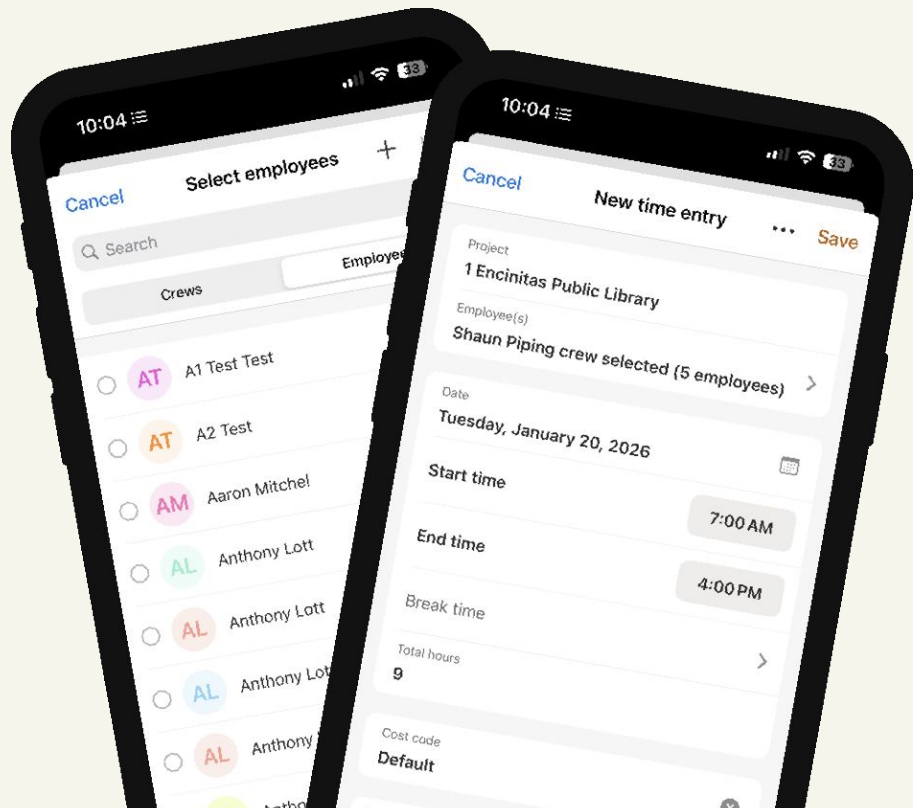
Start time 7:00 AM

End time 4:00 PM

Break time >

Total hours

# Create a new time card



Create time for a single employee or an entire crew.

## Steps:

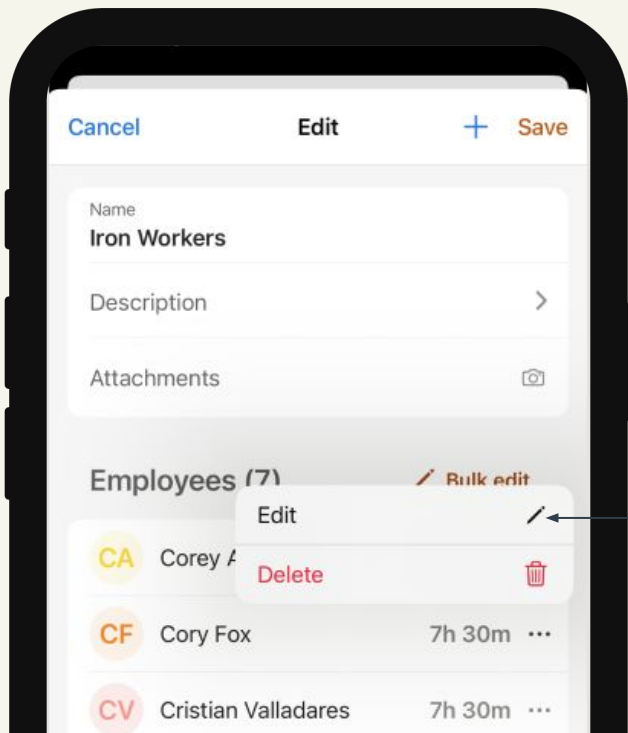
1. Select a project
2. Navigate to **Daily Logs > Time Cards**
3. Select Create New Time Card
4. Select a crew (optional)
5. Select one or more employees
6. Enter hours and details

# 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.

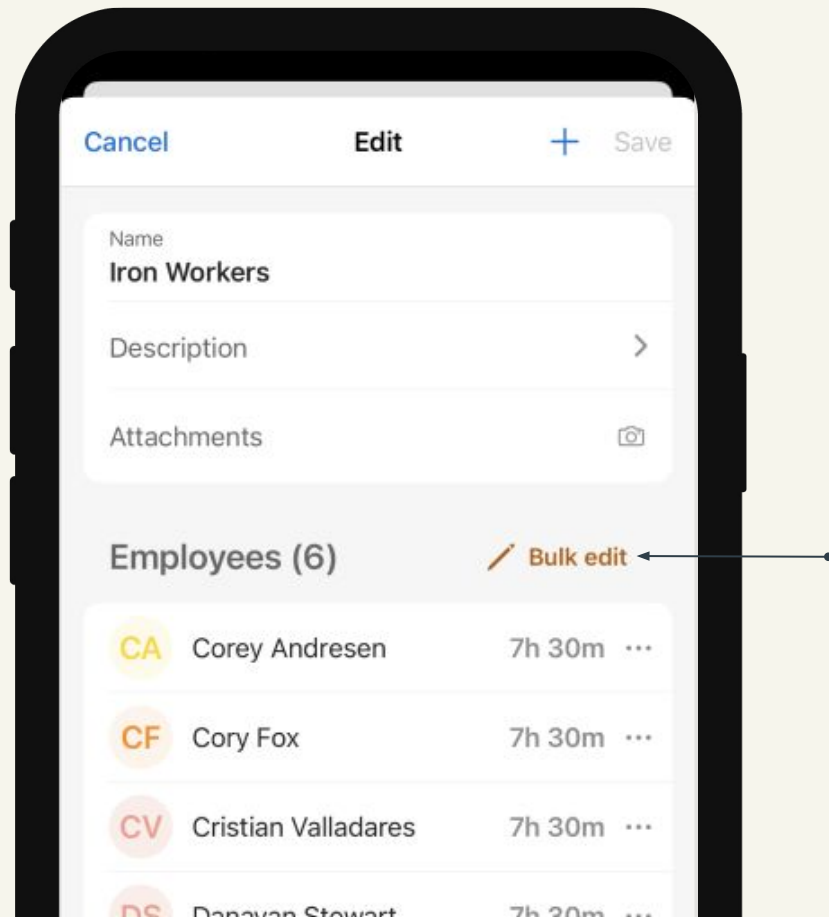


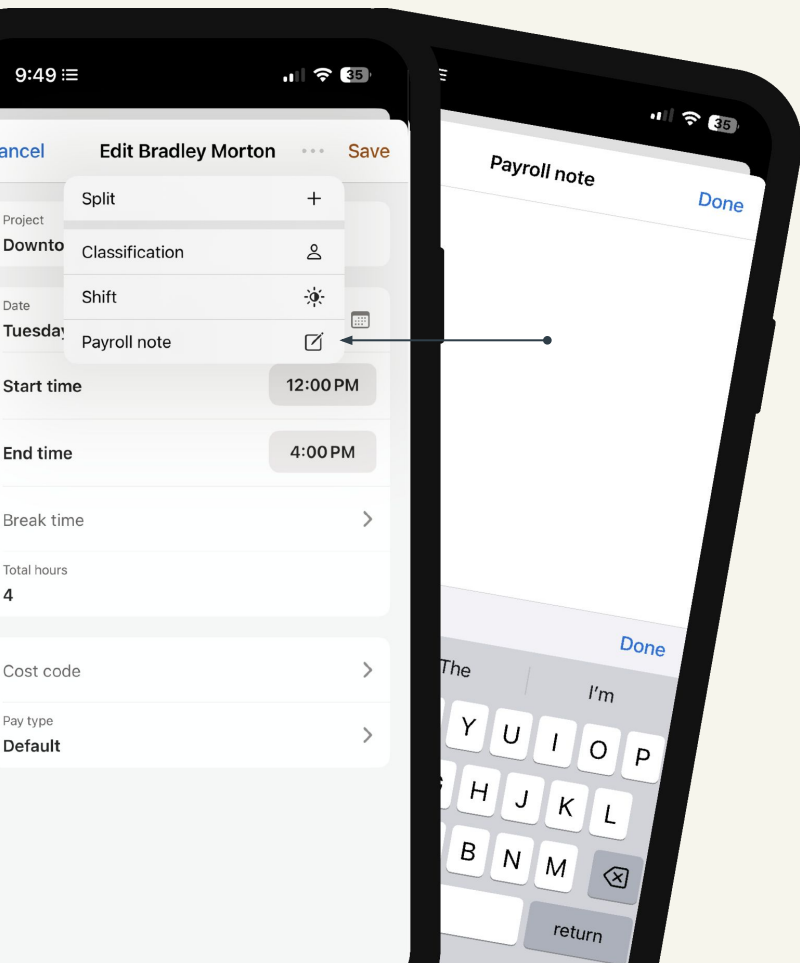
# Bulk edit time for a crew

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:

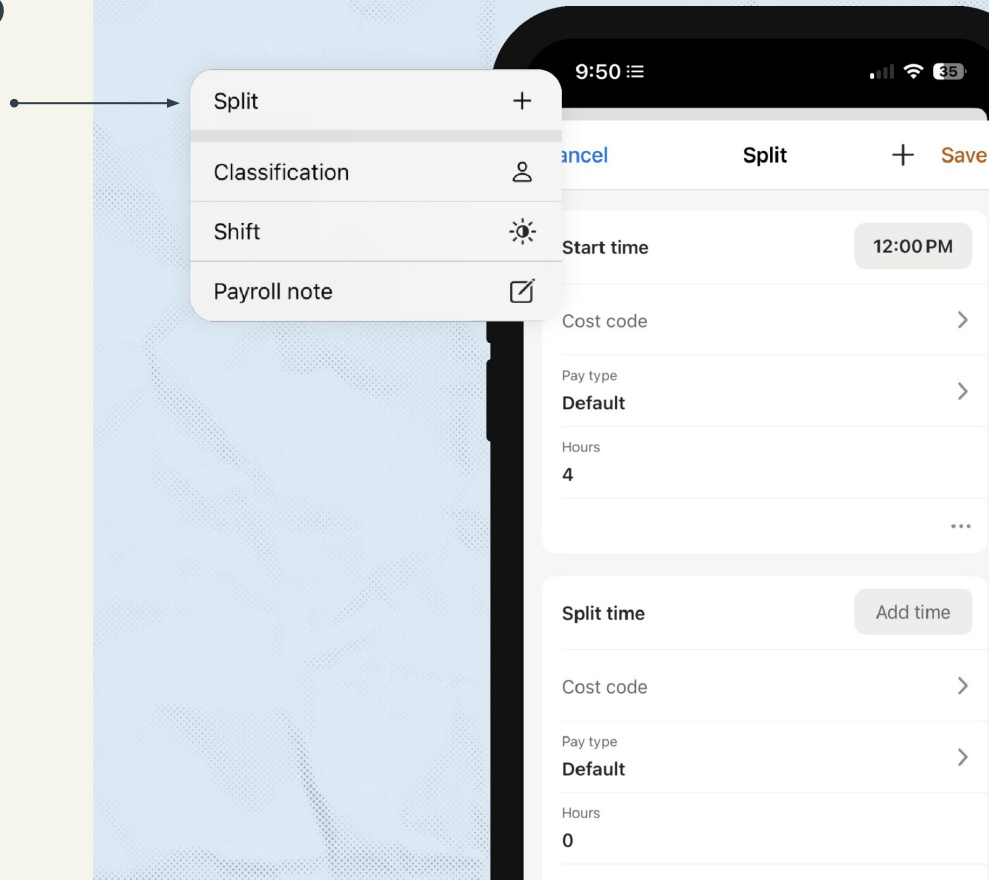
1. Tap the ellipsis (...) menu
2. Select Payroll Note, Pay Type, Classification, or Shift

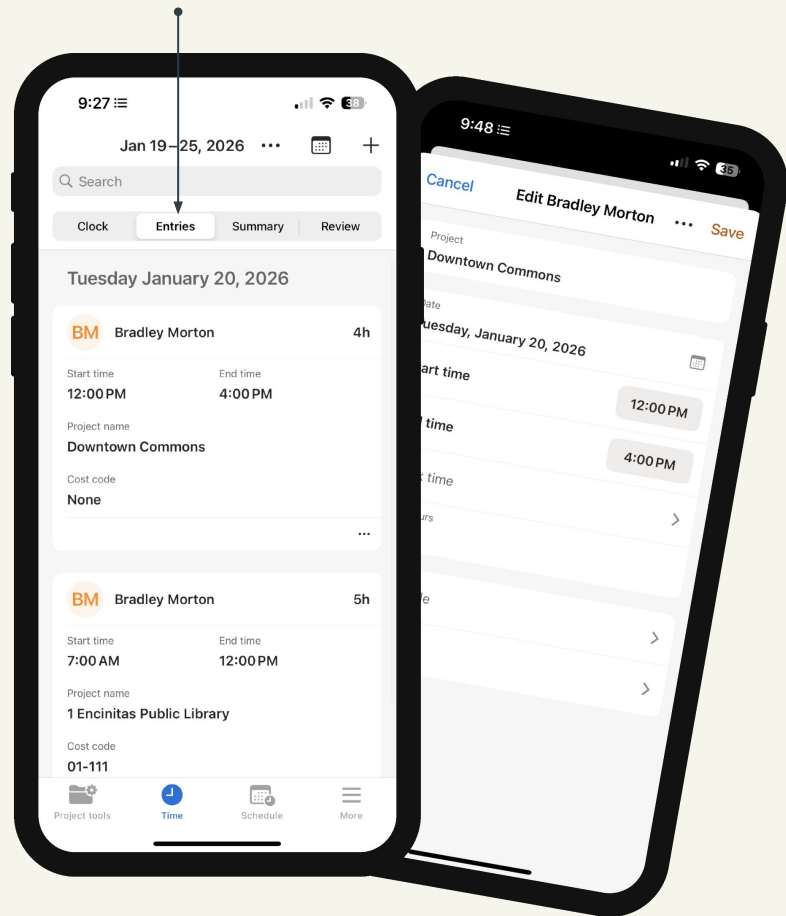
# Split time cards

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:

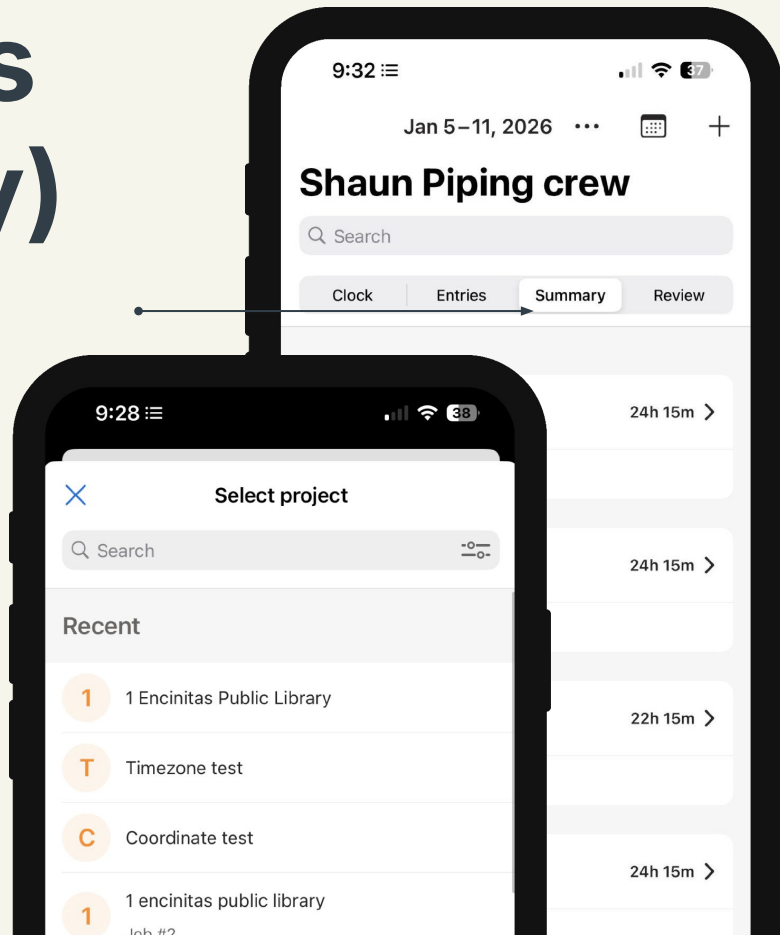
- Select Time
- Select Entries
- View entries
- Click + to create a new entry

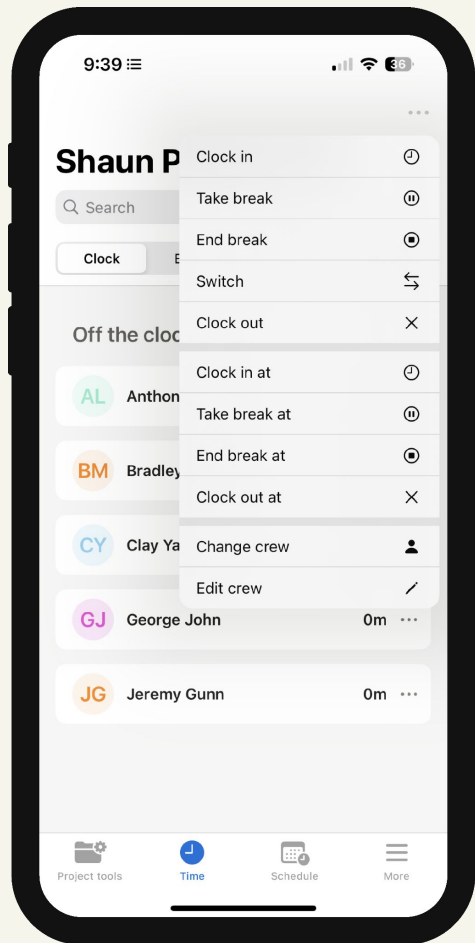
# Review time across projects (Summary)

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:

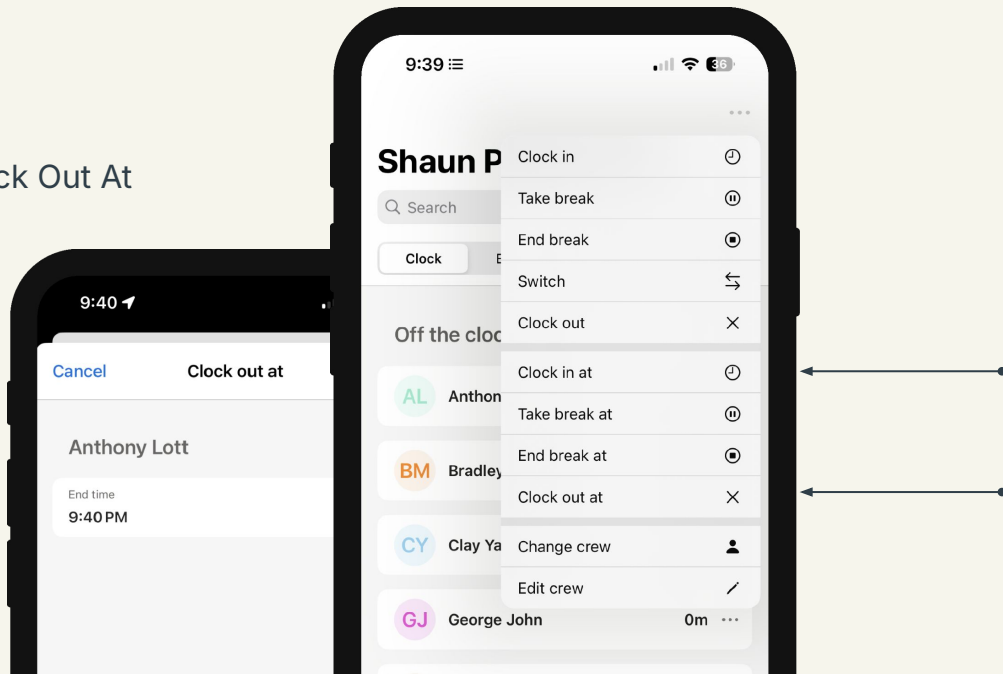
- Select Time
- Select Clock
- Use the ellipsis (...) to Clock In or Clock Out

# 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



Duration

0

Add pay type

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

0

🕒

+

Add break

...

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 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

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