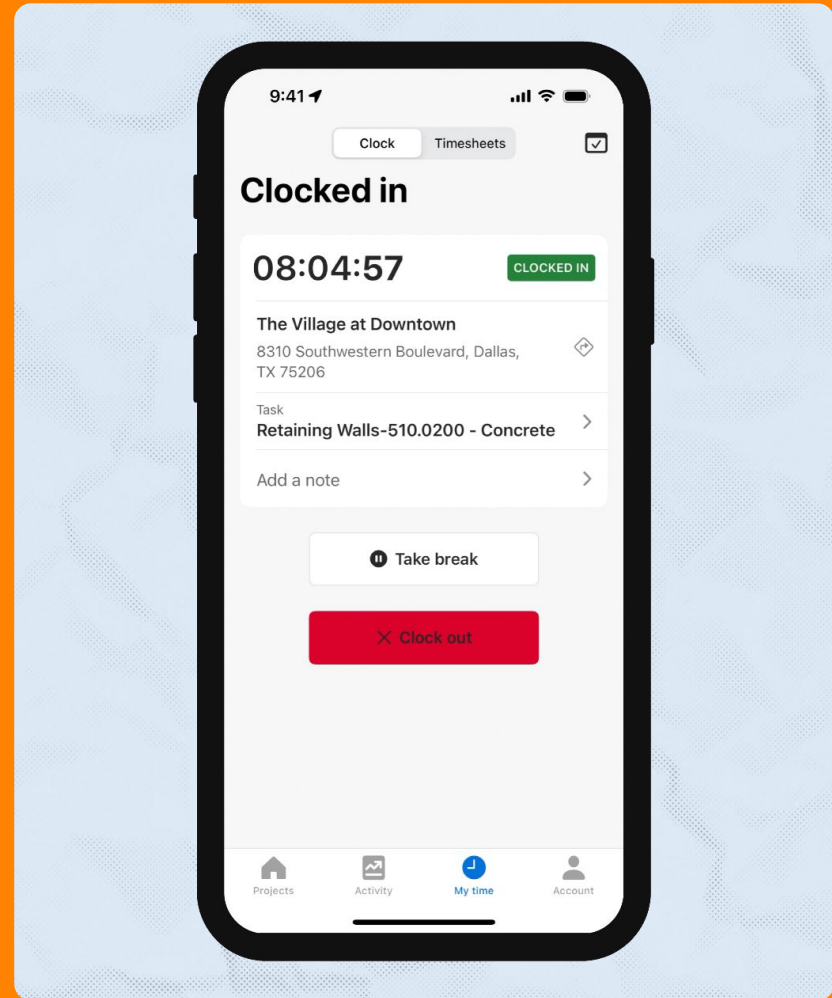**QuickStart Guide**

# Time Clock: Office & Field

Raken

Raken's Time Clock Feature

Raken's Time Clock is designed to make tracking work hours simple for everyone—even if you're not familiar with apps or technology. With the Time Clock, workers can clock in and out using their own phone or tablet, and supervisors can easily review the hours from the office. The goal is to make the process quick, accurate, and easy to use in the field.

Raken
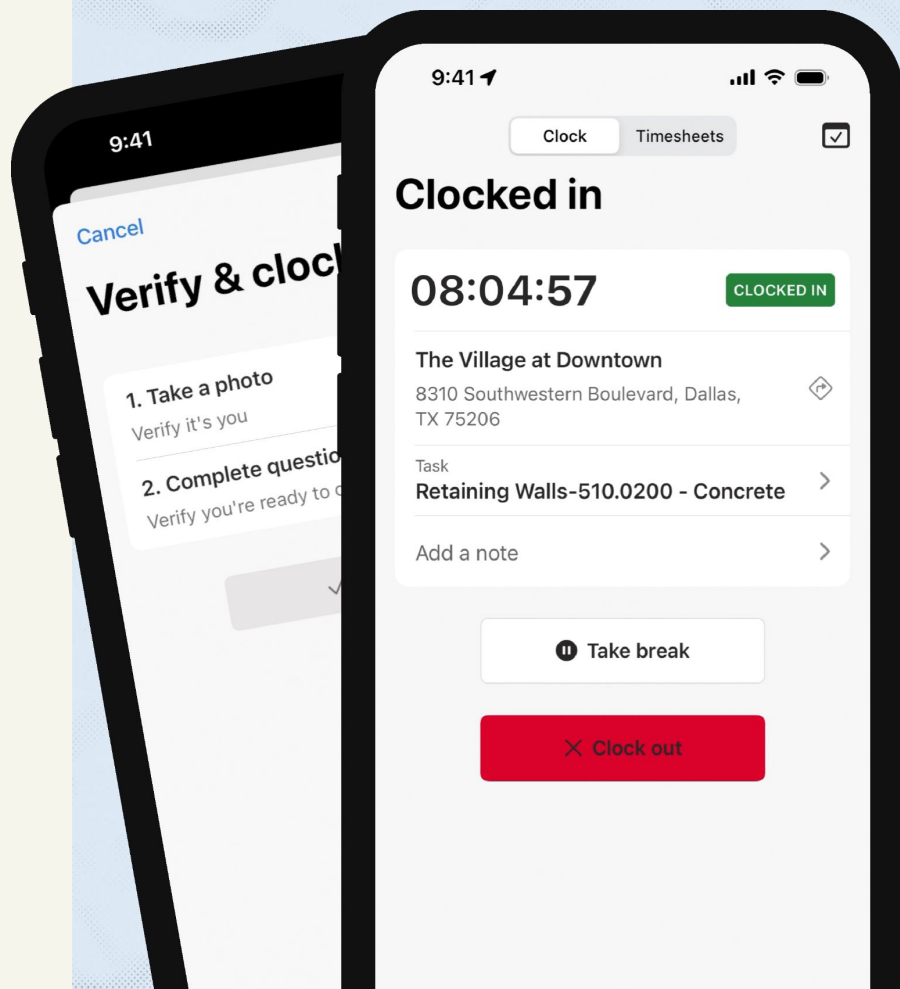
Setting Up Time Clock

Before anyone can start clocking in, you'll need to enable the Time Clock feature for your company.
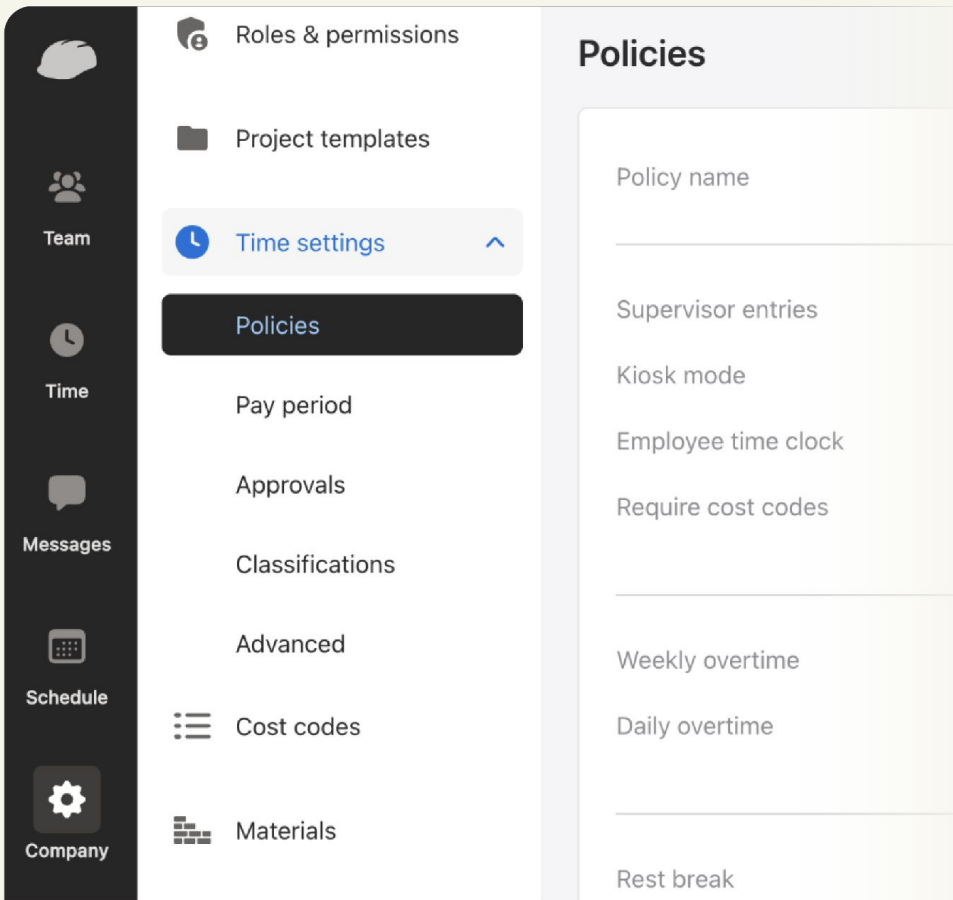
Raken
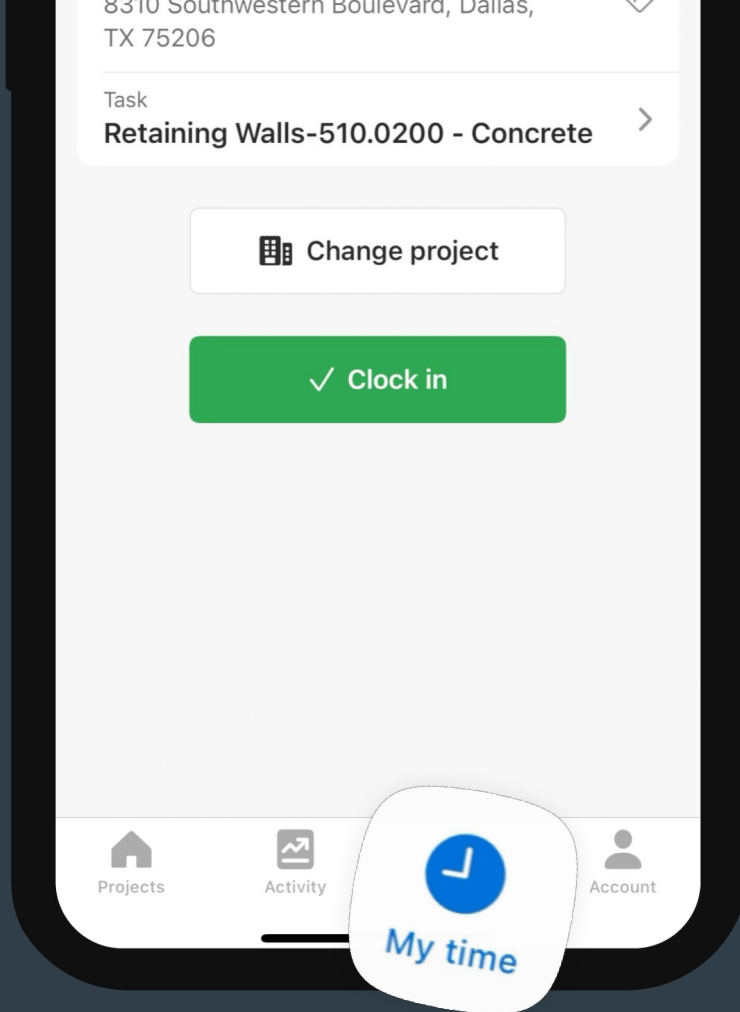
Step 1:

Turn on the Time Clock Upgrade

Once your account includes the Time Clock upgrade, go to:

Company → Time Settings → Policies

This section controls how your company tracks hours. If you have never changed these settings before, don't worry—everything is organized into simple menus.

Step 2:

Set Up or Edit Your Time Policies

To make the Time Clock work properly:

1. Click **Edit** on any existing time policy.
2. Turn on **Supervisor Entries (Detailed)**.
   - This allows supervisors to add or review hours when needed.
3. After enabling supervisor entries, you will see an option to activate **Employee Time Clock**.
4. Make sure this box is checked, then click **Save**.

Once this is done, your workers will be able to clock in from the mobile app.

A full guide to time policies can also be found in the Raken help documents if you need more detail. (https://cdn.rakenapp.com/content/pdfs/guide-new -time-policies.pdf)

🟠 **Raken**

Policy info

Policy name
What would you like to name this policy?   Arasaka

Set as default
Default policies are automatically assigned to new employees.

Time tracking

Supervisor entries (simple)
Allow supervisors to enter total hours worked only.

Supervisor entries (detailed)
Require supervisors to enter start and end times.

Kiosk mode
Allow employees to clock in and out from a shared device.

Employee time clock
Require employees to clock in and out to verify hours worked.

Inviting Your Workers to Time Clock

Each worker must receive an official invitation from Raken to use the Time Clock. This lets them create a secure login and download the app onto their device.

Raken

Christian Trickey has invited you to join the Arasaka Cyberware team on Raken

Raken

Welcome to Raken!

Hello **John,**

Christian Trickey has invited you to join the **Arasaka Cyberware** team on Raken to start capturing your field data.

To get started, click the link below to create your account. You can also download the Raken app from the Apple App Store or the Google Play Store.

Accept Invite

Need help or have questions? We've got you covered, send

Step 1:

Add a Valid Email to Their Profile

- Go to each worker's profile in your Raken account.
- Make sure their **email address is correct**. The invite will not work without this.

Raken

Step 2:

Worker Accepts the Invitation

Your worker will receive an email from Raken with two important items:

1. A link to create their password

2. A link to download the Raken app in the Apple App Store or Google Play Store

If the worker does not see the email, ask them to check their spam or junk folder.

Christian Trickey has invited you to join the Arasaka Cyberware team on Raken

🧢 **Raken**

Welcome to Raken!

Hello **John,**

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To get started, click the link below to create your account. You can also download the Raken app

from the Apple App Store or the Google Play Store.

Accept Invite

Need help or have questions? We've got you covered, send us an email at help@rakenapp.com or call us at (866) 438-0646.

Step 3:

Worker Signs Into the App
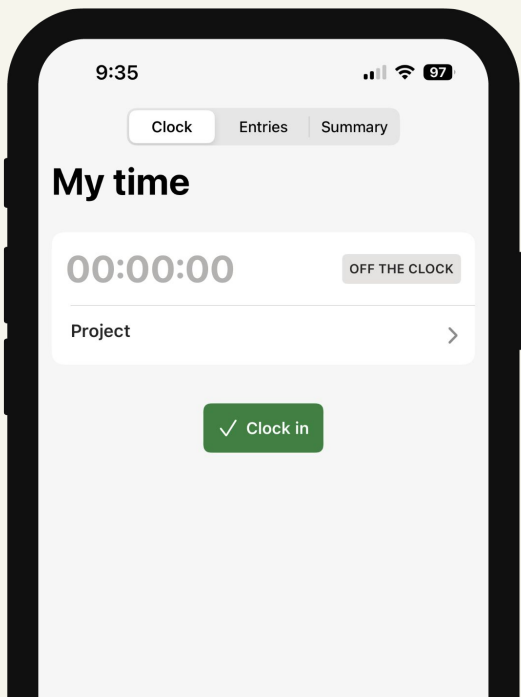
Once the app is installed:

1. Open the Raken app

2. Enter the **email and password** created in the invitation email

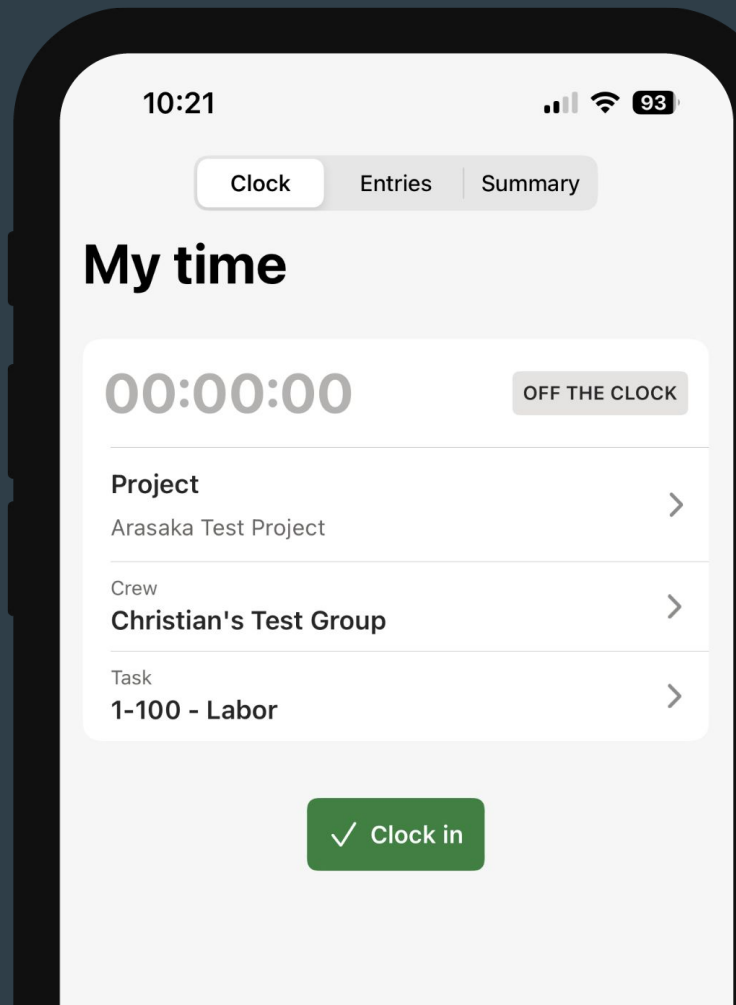After signing in, the worker is ready to start using the Time Clock in the field.

Using Time Clock in the Field

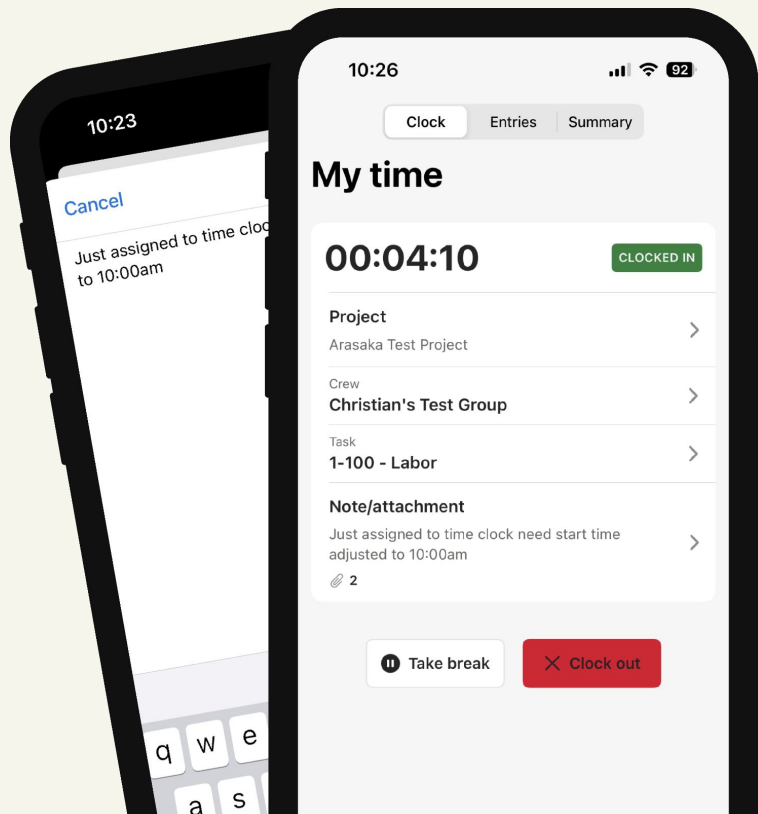Once signed in, workers will see a simple screen that shows the projects they are assigned to.

Clocking In

1. Select the project for the day
2. Tap **Clock In**
3. The timer will start automatically

Workers do not need to navigate through any advanced menus—the app keeps it simple.

Raken

10:21

Clock | Entries | Summary

My time

00:00:00 OFF THE CLOCK

Project
Arasaka Test Project

Crew
Christian's Test Group

Task
1-100 - Labor

✓ Clock in

Adding Notes or Attachments

Workers can also add details to their time entries, such as:

- Notes about the work performed
- Photos for submittals
- Observations from the jobsite
- Receipts for reimbursement

These notes and attachments are stored with their time entry so supervisors can review them later.

Reviewing Past Time Entries
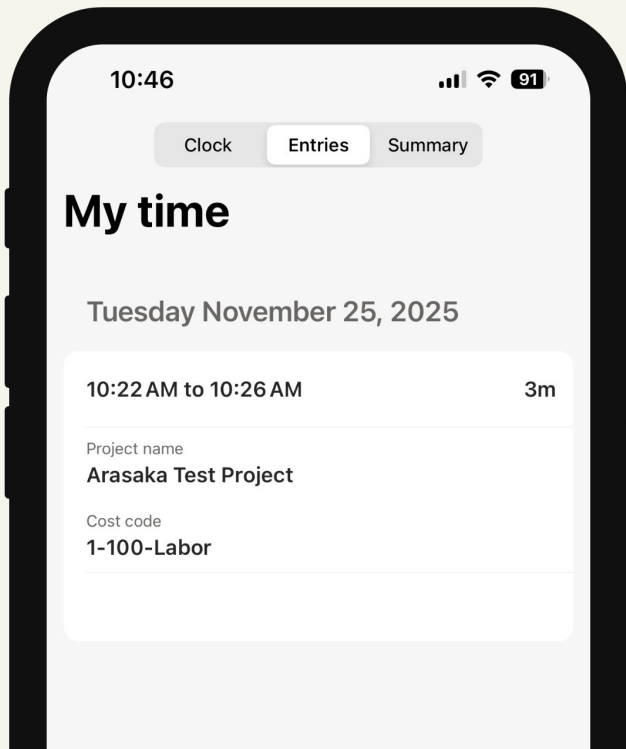
Workers can tap into their time history to see:

- All entries for the current week
- Past pay periods
- Any notes or attachments they added

This transparency helps workers confirm their hours without needing to contact a supervisor.

10:46

Clock **Entries** Summary

My time

Tuesday November 25, 2025

10:22 AM to 10:26 AM   3m

Project name
Arasaka Test Project

Cost code
1-100-Labor

Where the Data Lives (For Team Members)

All the recorded time from your workers is stored in the Time section of the Raken web app

Viewing a Worker's Time

When you click on a worker's name, you will see:

- A detailed breakdown of the current pay period
- The hours they've logged
- Any notes they added
- Any attachments (photos, receipts, etc.) This makes it easy to manage payroll, review work activity, and keep accurate records.

Additional Time Clock Features

Raken offers several optional features that help increase accuracy, security, and accountability on the jobsite. These include Geofencing, Photo ID Verification, and Clock In/Out Questions. Each feature adds an extra layer of confirmation to ensure time entries are correct and compliant with company policies.
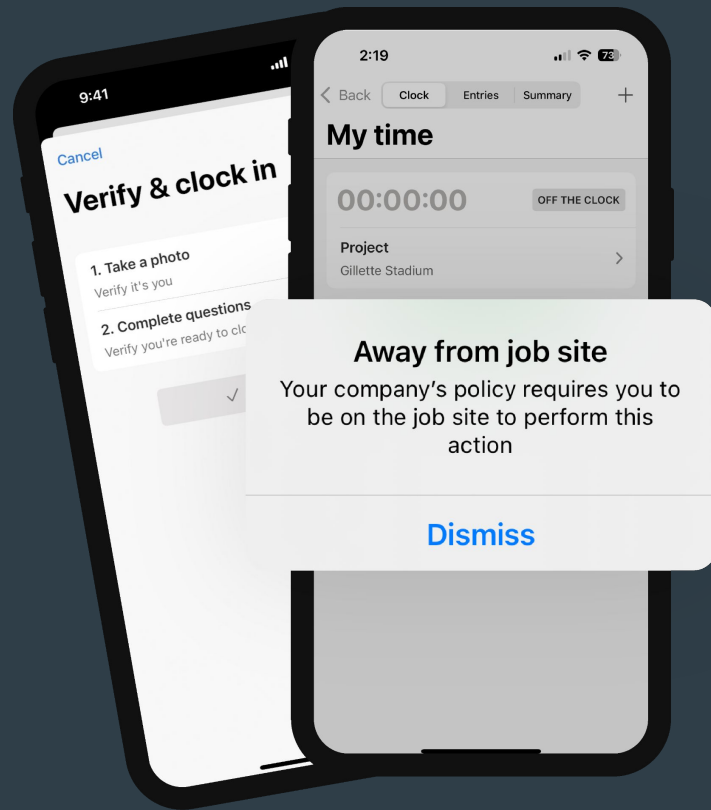
Raken

Geofencing

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Raken
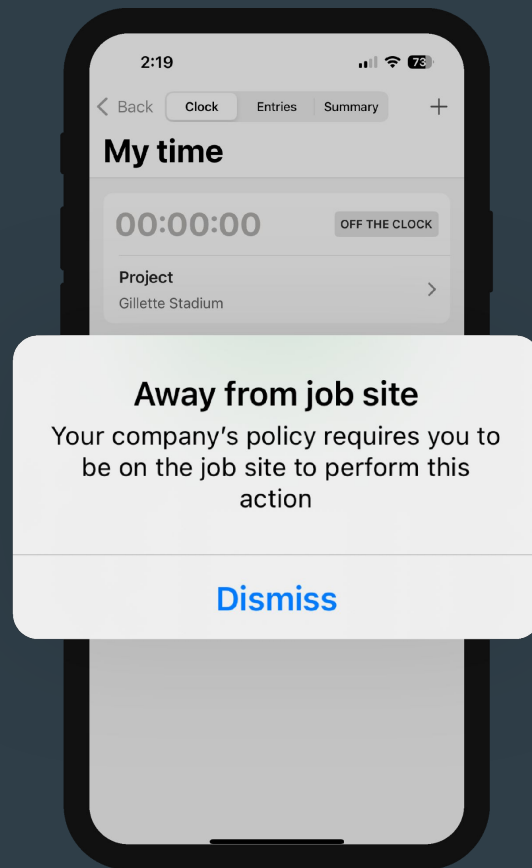
Geofencing

Geofencing allows you to set a virtual boundary around your project. This ensures workers are physically on-site when they clock in or out and helps supervisors track off-site activity during a shift.

What Geofencing Can Do

Once enabled, geofencing can:

- **Flag workers who leave the project radius while on the clock** (This shows as an "off-site flag" in the time review.)
- **Send reminders when workers enter or leave the jobsite.** Workers will receive a prompt to clock in or out based on location.
- **Prevent workers from clocking in outside the project boundary.**This ensures that time is only recorded when they are on-site.
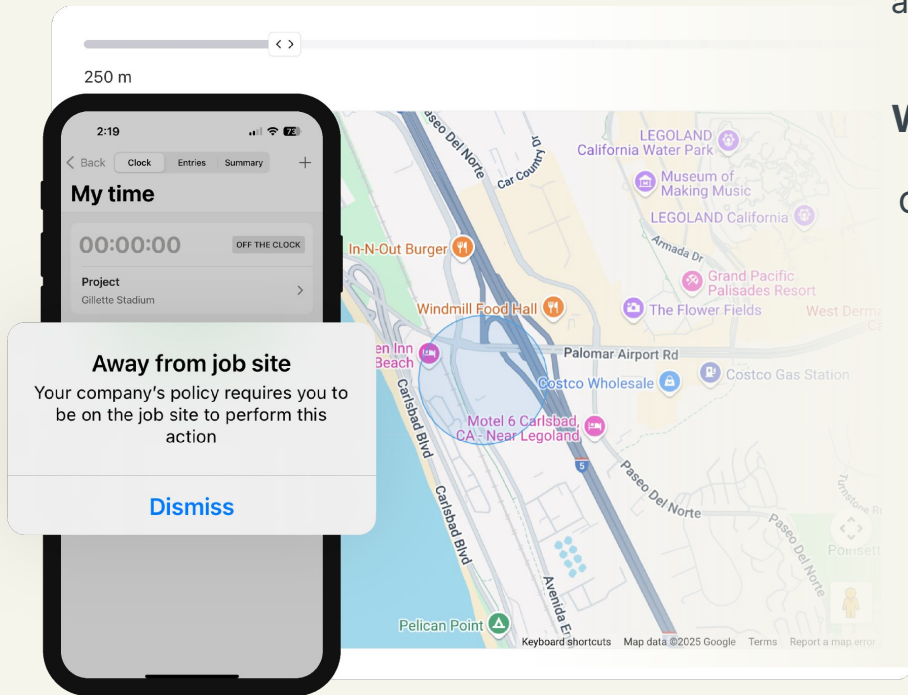
Geofencing

Before You Begin: All workers must have location services turned on for geofencing to work correctly.

How to Enable Geofencing

Step 1: Turn On Geofencing in Company Time Policies

1. Go to **Company → Time Settings → Policies**

2. Click **Edit** on the time policy you want to update

3. Scroll to the geofencing section

4. Enable the options that best fit your company needs:
- Off-site flagging
- Location-based reminders
- On-site verification (restricting clock-ins)

Click **Save** once done.
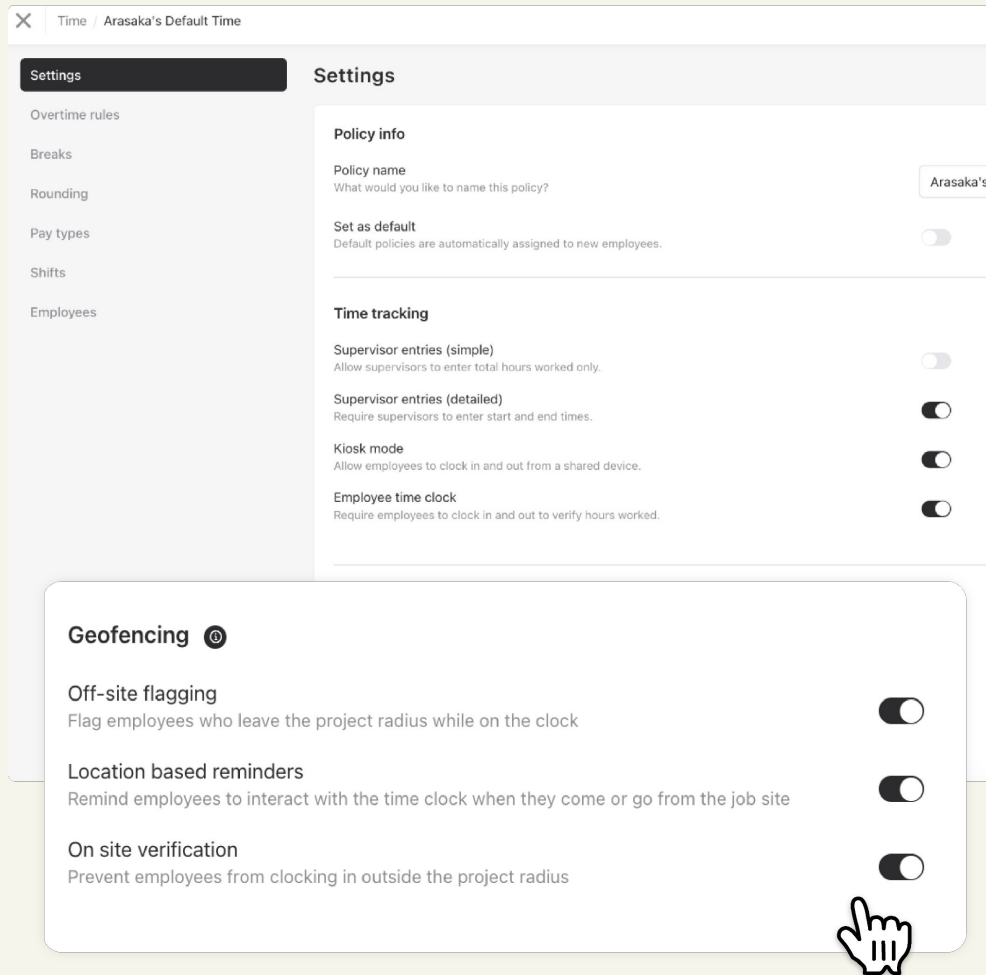
Geofencing

Step 2: Set a Geofence for Each Project

Geofencing must be configured per project.
(If you have multiple projects, repeat these steps for each one.)

1. Open the desired project
2. Click **Settings** (located at the bottom-left of the screen)
3. In the **General** tab, make sure the project has a correct **numbered address**
   - If the site does not have an exact address, enter the **closest numbered address available**

Geofencing

4. After the address is saved, click **Project Radius**
5. Choose a radius size — up to **1000 meters**
(just over half a mile)

Once set, geofencing will automatically apply to all workers assigned to that project.

Where Geofence Violations Appear

Any user who violates geofence rules (off-site during shift, attempted off-site clock-in, etc.) will show up in:

Time → Issues

Supervisors can click into each issue to review details, notes, and correct the time entry if necessary.

250 m

Edit time card

2025-11-25 | Arasaka Test Project   Change

View on map

John Raken
Apprentice

3 hrs

⚠ From: Time clock

This time card has event(s) that occurred outside of the job site

Start time	End time
10:00 AM	01:00 PM

Hours	Pay Type	Classification	Shift	Cost Code	
3	Regular Time	Apprenti...	Select shift	1-... Labor	🗑

+ Add hours   Manage breaks   ☐ Manually allocate hours

Clock In/Out Questions & Photo ID Verification

Photo ID (Face Verification)

Photo ID verification uses secure, AI-based facial recognition to confirm the worker's identity at clock in and clock out.

This prevents "buddy punching" and ensures the correct employee is logging their own hours.

Verified

Raken clock in questions

Cancel · **Raken clock in questions** · Save

Clock in questions
Please answer the following questions prior to clocking in

1. Did you arrive at work sick or injured?
(required)

| Yes | No |

📎 Photo   ✏️ Note
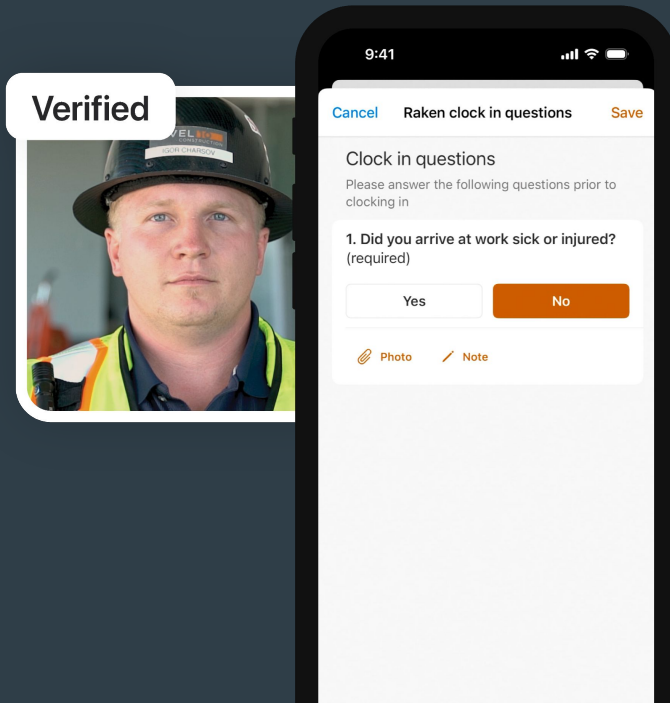
Clock In/Out Questions

Customizable questions can be asked every time a worker clocks in or out. These are commonly used for:

- Jobsite safety checks
- Policy confirmations
- Toolbox reminders
- Equipment or PPE verification
- End-of-day reporting

These questions help reinforce compliance, collect important information, and document safety procedures automatically.

Raken

How to Enable Clock Questions & Photo ID Verification

Step 1: Turn On These Features in Your Time Policy

1. Go to **Company → Time Settings → Policies**
2. Click **Edit Policy**
3. Scroll to **Verification Settings**
4. Enable:
   - **Photo ID Verification** and/or
   - **Clock In/Out Questions**

Raken includes several default questions, but you can customize your own.

Raken

Where to Customize Questions

Custom questions can be created or edited by going to:

Time → Review → Clock Questions

You can tailor them to the needs of your jobsite, safety program, or company policies.

Raken

What Workers Will Experience

Once enabled and saved:

- Workers will be prompted to complete the Photo ID check or answer the required questions **before they can clock in**, and again at clock out.
- Their responses will be stored with the time entry for supervisor review.