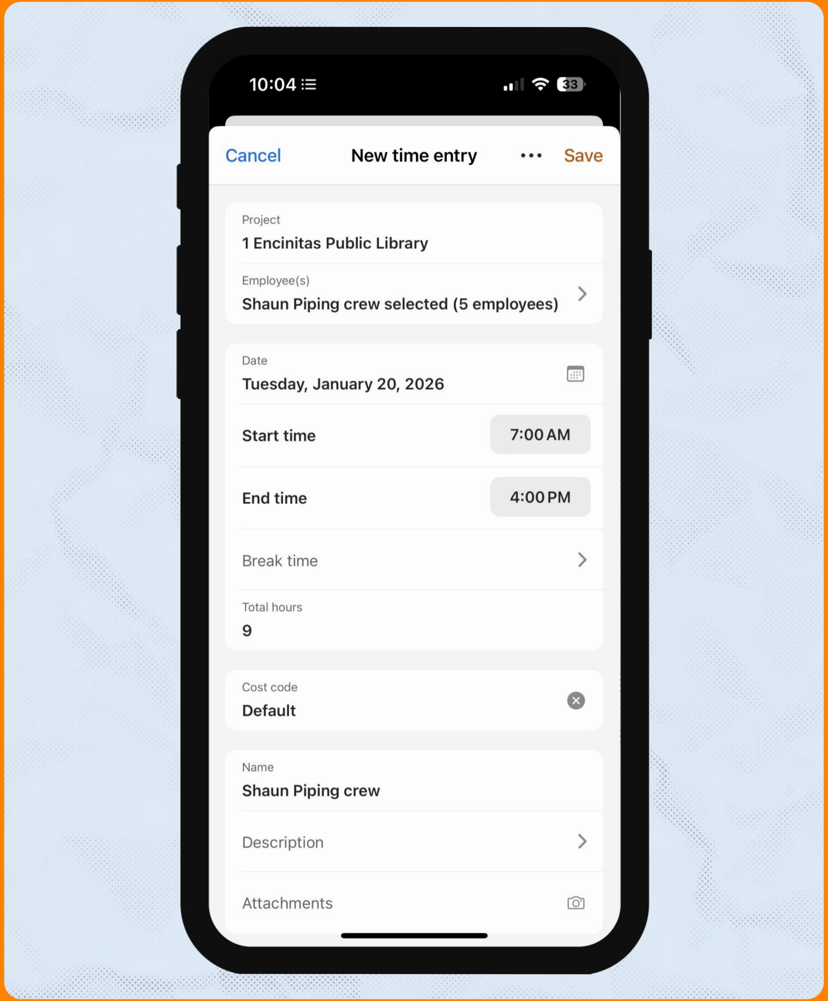
2026

Raken Time Card Guide



Raken

What this guide is

This guide explains how time cards are entered and reviewed in Raken. Recent improvements have made the experience faster, clearer, and more consistent across web and mobile — while preserving the workflows your teams 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

The Time tab — your central hub

The global **Time tab** is the recommended place for time card review, approval, and reporting. On web, it also supports all time entry. On mobile, it's designed for **crew-based entry** — individual entry uses Daily Logs.

Time > Entries — Create and edit time cards across all projects (web: crew + individual; mobile: crew-based)

Time > Clock — Clock employees in and out, view daily hour totals for all employees, and create time cards

Time > Summary — Review, approve, and export time for the pay period

Time > Grid — See daily hours by employee across the week

Daily Logs > Time Cards — Create time cards within a specific project's daily report. *Primary path for individual time entry on mobile.*

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

Before	After
~~Time cards created from Work Logs~~	Time Cards have their own section in the Time tab and Daily Logs — separate from Work Logs
~~Project dashboard shortcut tile~~	Global Time tab — entry, review, and reporting all in one place
~~Pay types, classifications, and splits on the main form~~	Advanced options moved to the ellipsis (...) menu to keep the form clean
~~Individual employee entries only~~	Crew-based entry — create one time card covering all members at once
~~Mobile form pre-filled with 7:00 AM / 4:00 PM defaults~~	Mobile form starts blank — enter actual hours for the day

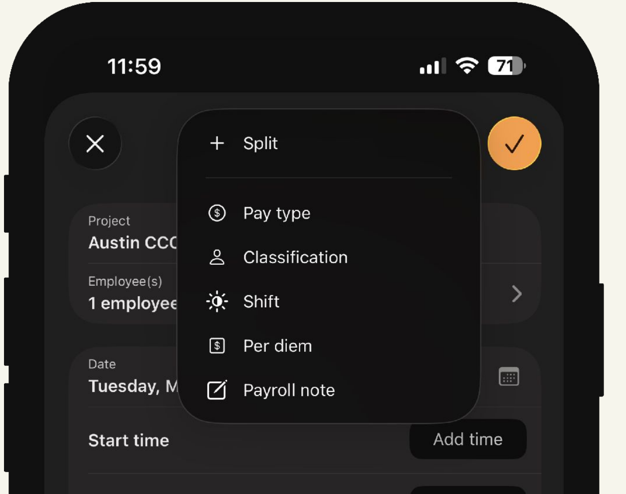
⚠ If your account was updated mid-pay-period

You may see a mix of old and new format time cards in the same pay period. Both are valid and included in your payroll totals.

The ellipsis (...) menu

Pro tip

Look for the **(...)** icon at the top of the time card form on mobile, or next to the cost code field on web. Tap it to access all advanced options.



Pay types, classifications, shifts, payroll notes, and splits have moved into the ellipsis (...) menu on the time card form. This keeps the main form clean while giving you full control over every entry.

Available in the (...) menu

- Split
- Pay type
- Classification
- Shift
- Per diem
- Payroll note

Creating time cards

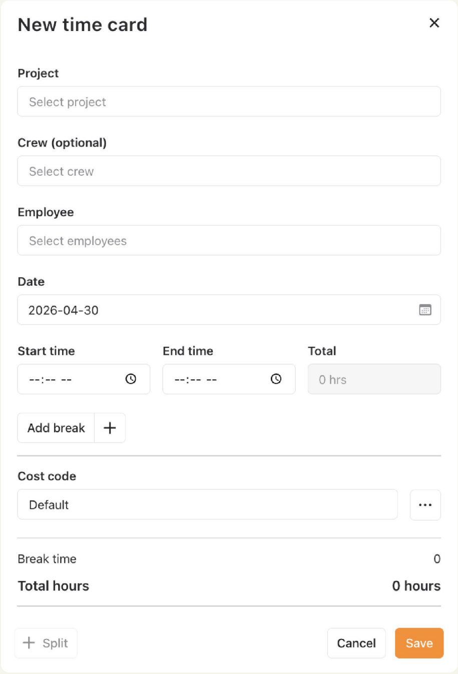
Create a new time card from the Time tab

The Time tab is the recommended way to create and manage time cards across all your projects from one central place — no need to navigate into each project individually.

Time > Entries

On Web Primary

1. **Click Time in the left side menu**
2. **Click the orange + Time card button**
3. **Select project, crew (optional), and employees**
   Selecting a crew creates one time card for all members at once with the same hours and cost code.
4. **Enter date, start time, end time, and cost code**
5. **Click Save**



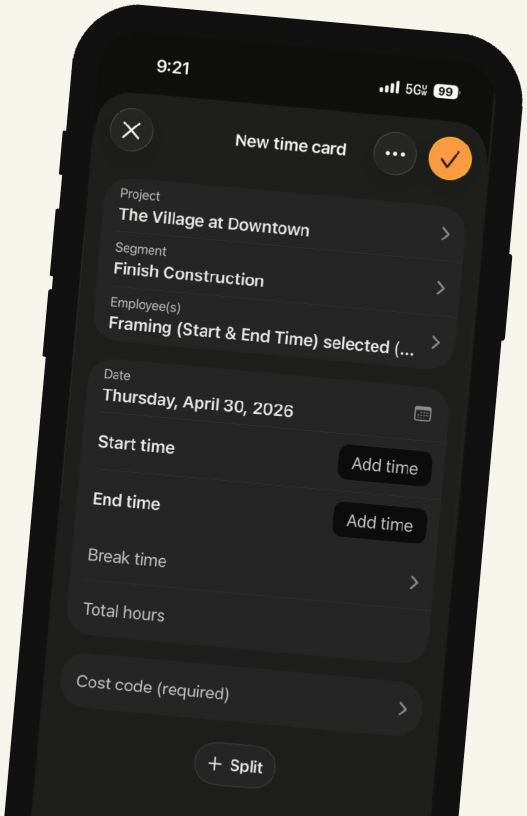
Creating time cards

Create a new time card from the Time tab

Time (bottom nav) > Entries or Clock

On mobile — crew entry Crew

1. **Tap Time in the bottom navigation bar**
   The Time tab is designed for crew-based entry. A crew must be selected.
2. **Tap + in the top right corner**
3. **Select a crew and employees**
   Selecting a crew creates one time card covering all members at once.
4. **Enter hours and details**
   The form starts blank — enter actual hours for the day.
5. **Tap Save**



Creating time cards

Create a time card from Daily Logs

Project Tools > Daily Logs > Time Cards

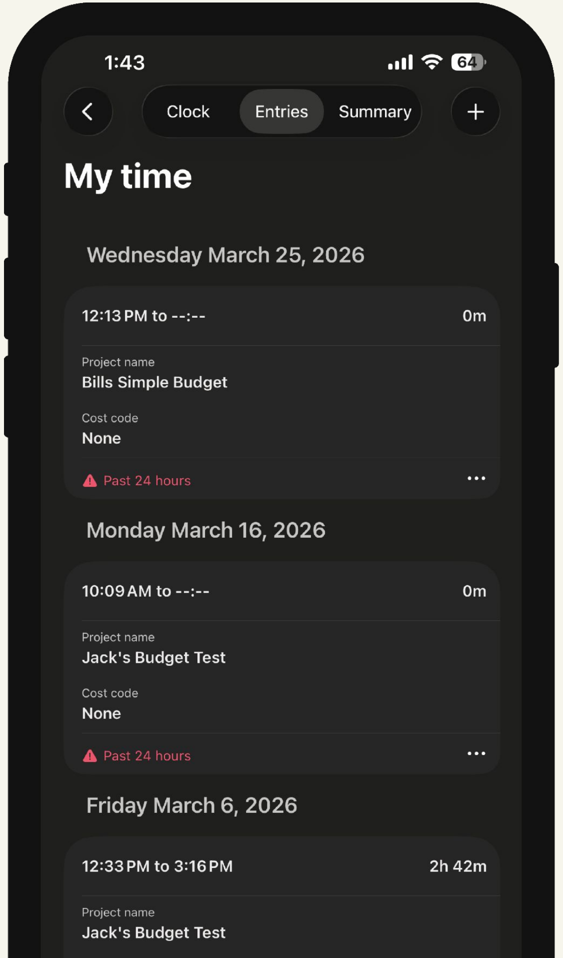
On mobile — individual entry

Individual

1. Tap Project Tools and open your project
2. Tap Daily Logs, then tap Time Cards
3. Tap + and select the employee
4. Enter hours and details, then tap Save

Crew vs. individual on mobile

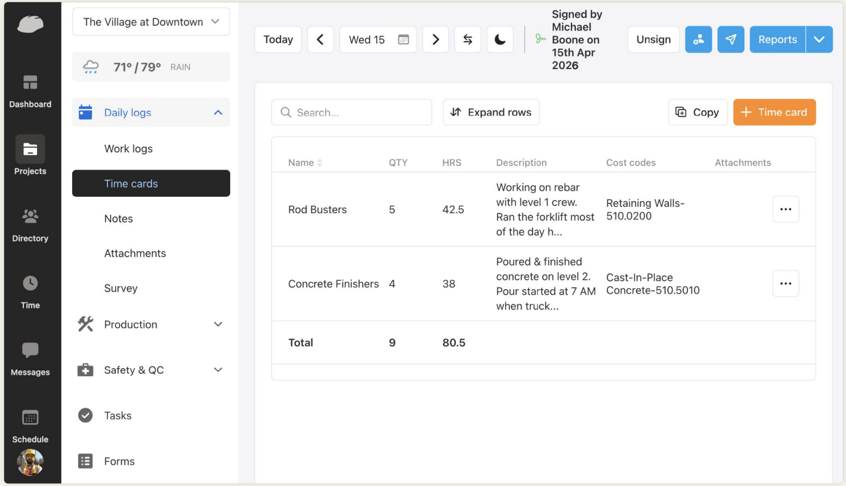
The mobile **Time tab** requires a crew selection — use it for crew-based entry. For individual employees, go to **Project Tools > Daily Logs > Time Cards**. Individual selection within the Time tab is coming in a future update.



Creating time cards — from a project

Create a time card from Daily Logs

Time cards can also be created directly within a project's daily report. Use this path when you're already working inside a specific project and want to log time as part of that day's report.



Daily Logs > Time Cards

On web

1. Open a project
2. Click Daily Logs > Time Cards
3. Click + Time card
4. Select crew (optional) and employees
5. Enter hours and details, then click Create

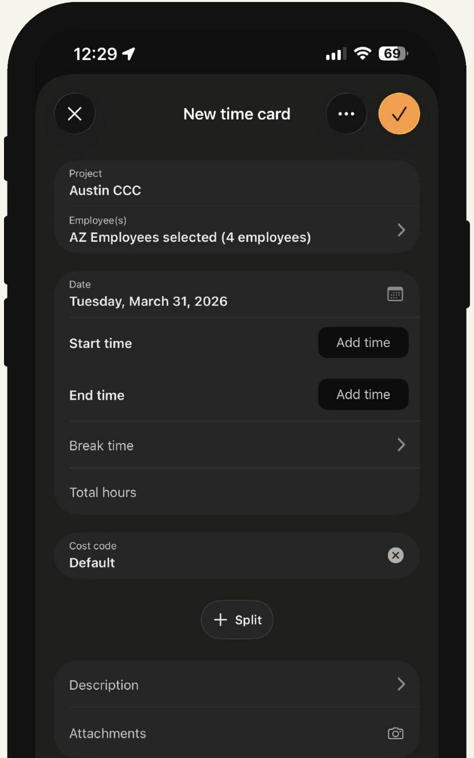
Creating time cards — from a project

Create a time card from Daily Logs - Mobile

Daily Logs > Time Cards

On mobile

1. Open a project
2. Tap Daily Logs > Time Cards
3. Tap + in the top right corner
4. Select crew (optional) and employees
5. Enter hours and details, then tap Save



Editing

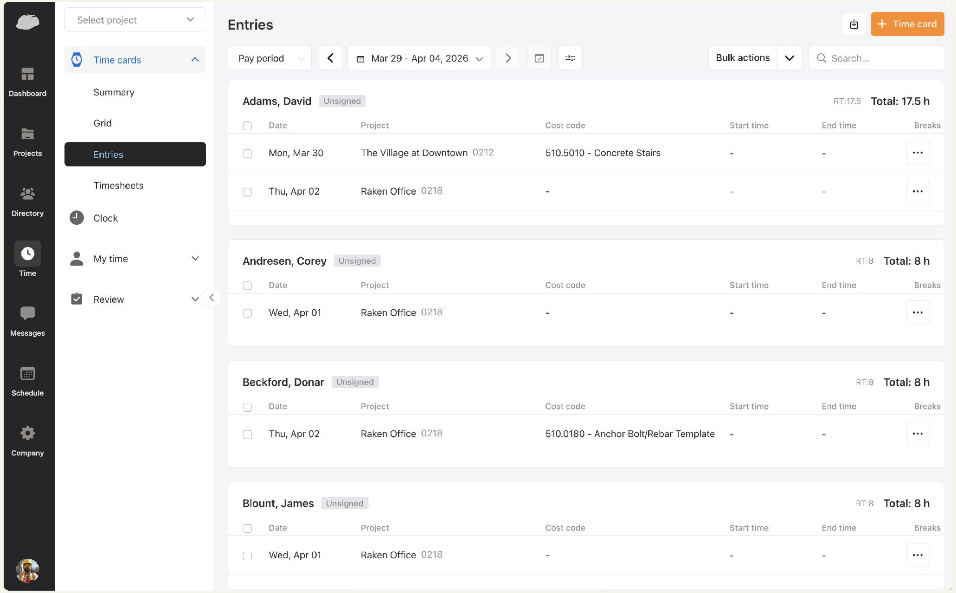
Edit time for a single employee

Edit any saved time card to update hours, cost code, breaks, pay type, or other details. The Time tab is the recommended place for editing — it gives you a full view across all projects and pay periods.

Time > Entries

From Time > Entries Primary

1. **Click Time in the left side menu**
2. **Click Entries**
3. **Click into the time card entry to open it**
   Or click the ellipsis (...) on any entry and select Edit.
4. **Update hours, breaks, cost code, etc.**
5. **Click Save**



Raken

Editing

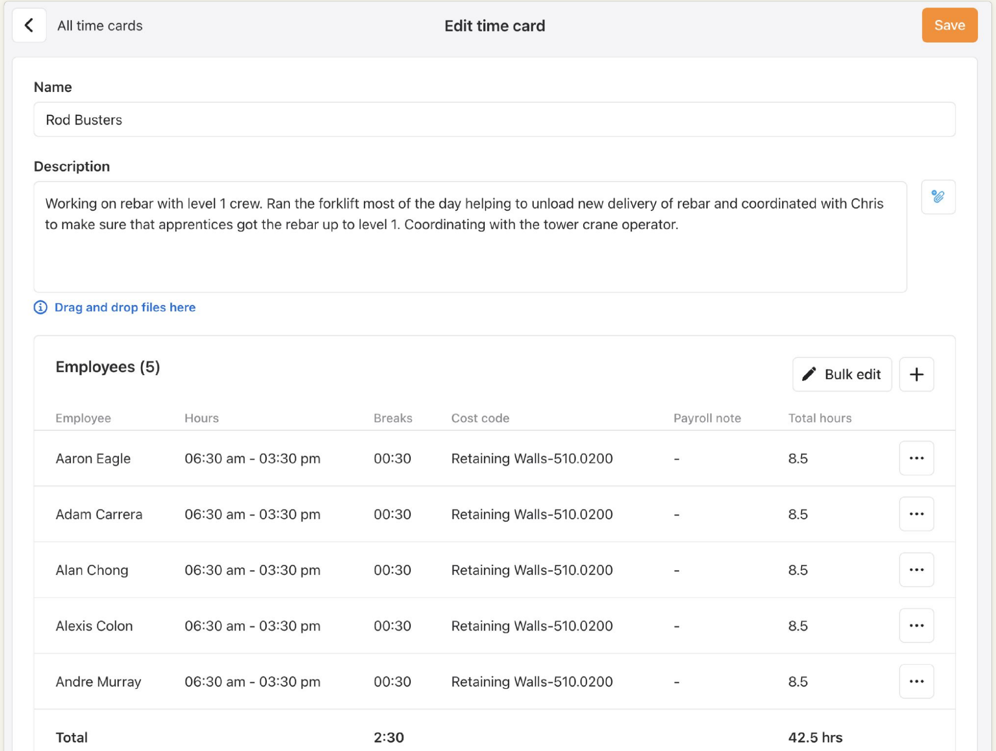
Edit time for a single employee

Daily Logs > Time Cards

From Daily Logs

Also Available

Navigate to the project, open Daily Logs > Time Cards, click the employee ellipsis (...) on the entry, and select Edit.



Employee	Hours	Breaks	Cost code	Payroll note	Total hours
Aaron Eagle	06:30 am - 03:30 pm	00:30	Retaining Walls-510.0200	-	8.5
Adam Carrera	06:30 am - 03:30 pm	00:30	Retaining Walls-510.0200	-	8.5
Alan Chong	06:30 am - 03:30 pm	00:30	Retaining Walls-510.0200	-	8.5
Alexis Colon	06:30 am - 03:30 pm	00:30	Retaining Walls-510.0200	-	8.5
Andre Murray	06:30 am - 03:30 pm	00:30	Retaining Walls-510.0200	-	8.5
Total		2:30			42.5 hrs

⚠ **Approved time cards are locked**

Use **Bulk actions > Unapprove** in Time >

Summary first, then edit and re-approve.

Bulk editing

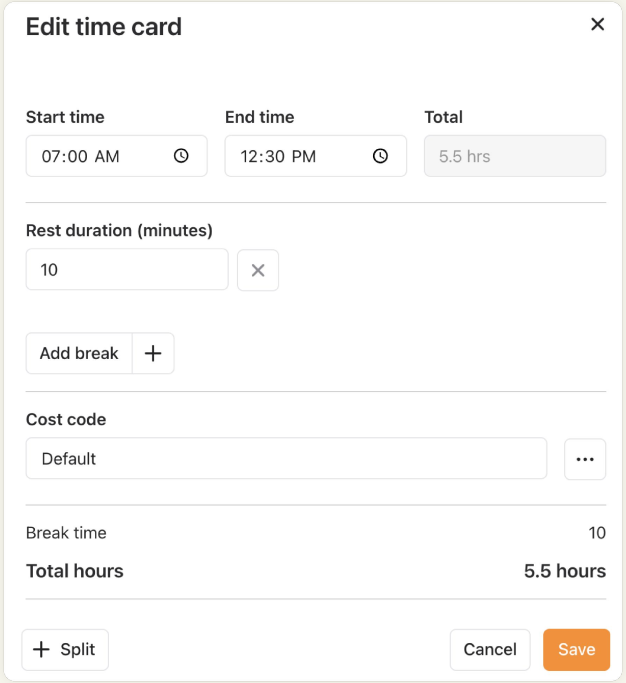
Bulk edit time for a crew

Navigate to the project, open Daily Logs > Time Cards, click the employee ellipsis (...) on the entry, and select Edit.

On web Primary

Time > Entries

1. **Go to Time > Entries**
2. **Click into the crew time card**
3. **Click Bulk Edit**
4. **Update hours, breaks, cost code, etc.**
   Changes apply to all crew members.
5. **Click Save**



Bulk editing

Bulk edit time for a crew

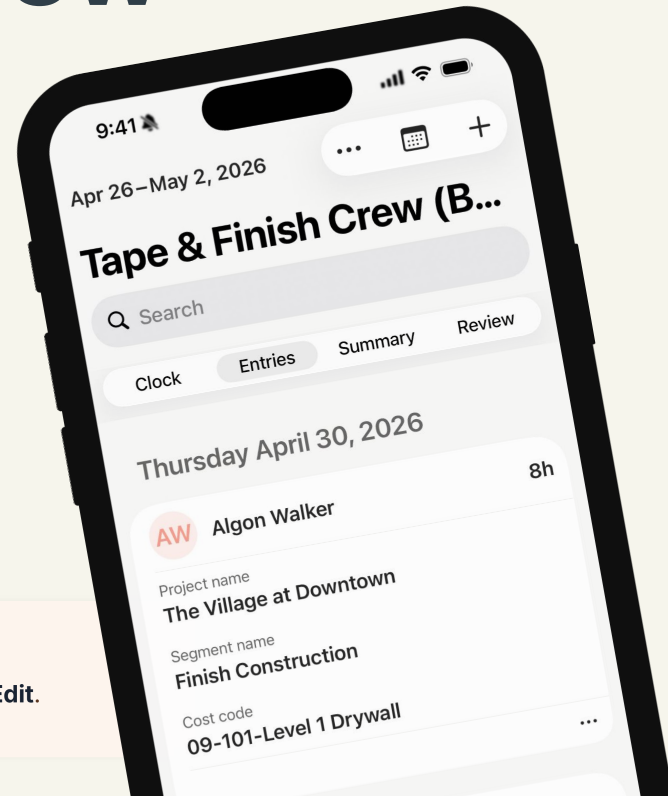
Time (bottom nav) > Entries

On mobile Primary

1. **Tap Time in the bottom nav**
2. **Open the crew time card from Entries**
3. **Tap Bulk edit**
   Next to the Employees list header.
4. **Update hours, breaks, cost code, etc.**
5. **Tap Save**

Individual adjustments

To update one crew member independently, tap the ellipsis **(...)** next to their name and select **Edit**.



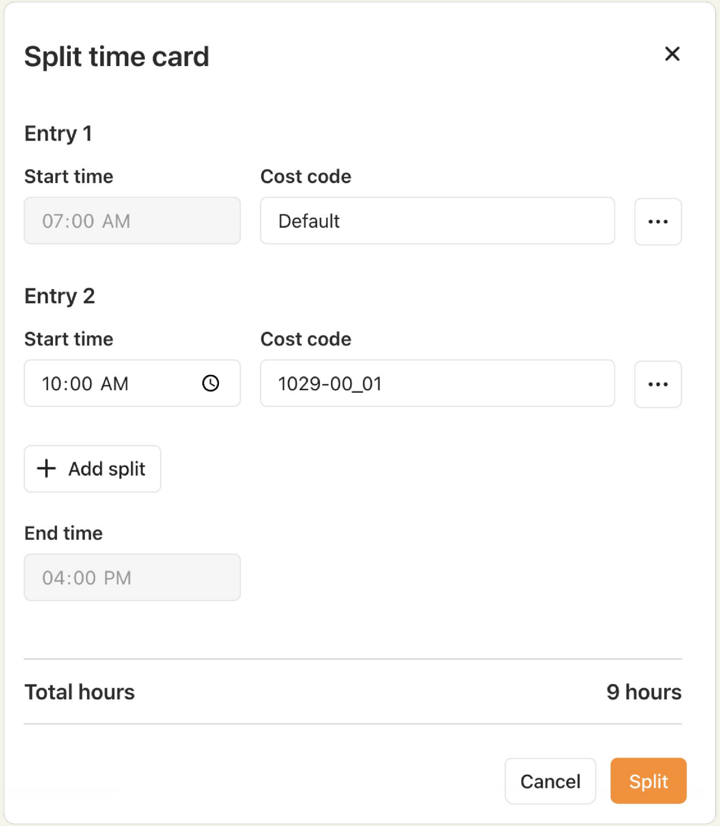
Splits — on web

Split time cards

Use Split to allocate an employee's hours across multiple cost codes or activities on the same day.

On mobile Primary

1. **Open or create a time card**
2. **Click the Split button**
   Bottom left of the time card form.
3. **Set start time and cost code for Entry 1**
4. **Set split time and cost code for Entry 2**
5. **Click + Add split for more entries**
6. **Set the shared End time at the bottom**
7. **Click Save**



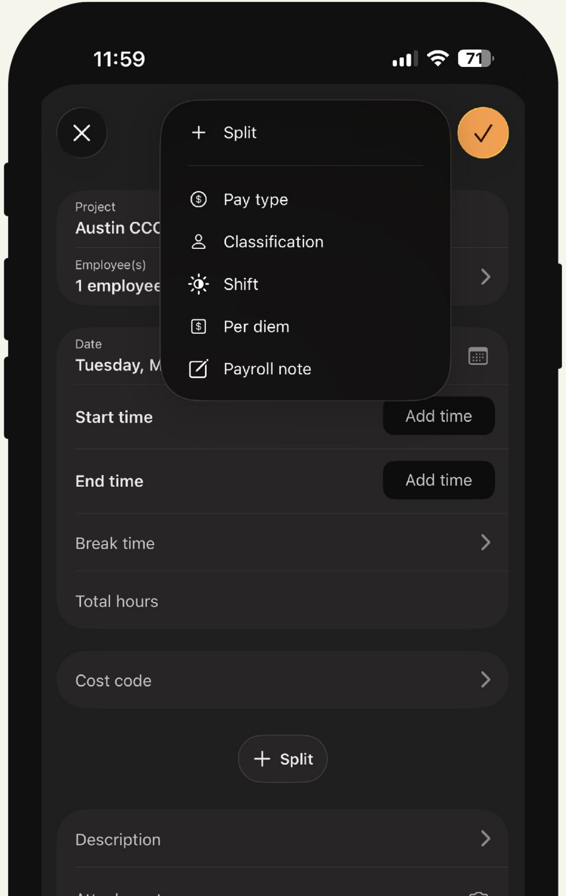
Splits — on mobile

Split time cards

Allocate time across multiple cost codes or activities from the mobile app using the ellipsis menu.

On mobile Primary

1. **Open or create a time card**
2. **Tap the ellipsis (...) menu**
   Top right of the form.
3. **Tap Split**
4. **Add split time and select a cost code**
5. **Tap Save**



Copy Entries

Copy work logs and time cards

Copy entries from any past date to save time on recurring daily entries — with or without hours.

On mobile

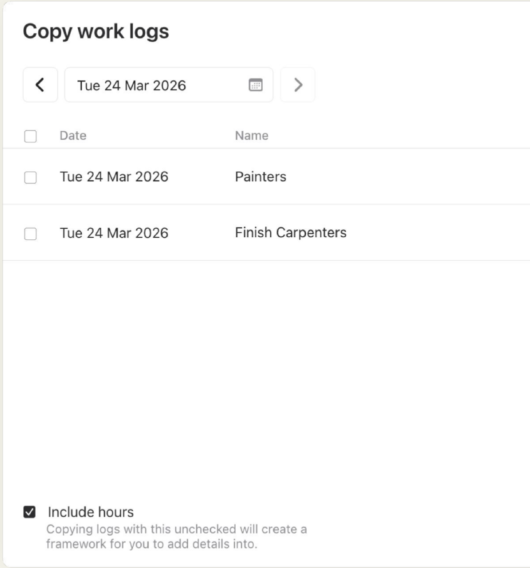
Daily Logs > Work logs

1. Navigate to Daily Logs > Work logs
2. Click Copy
3. Select the source date
4. Check entries to copy, optionally include hours
5. Click Copy selected logs

On web

Daily Logs > Work logs

1. Tap Daily Logs > Work logs
2. Tap the Copy icon (top right)
3. Select entries, optionally include hours
4. Tap Save



Copy Time tab views

Grid, Summary, Entries, and Timesheets

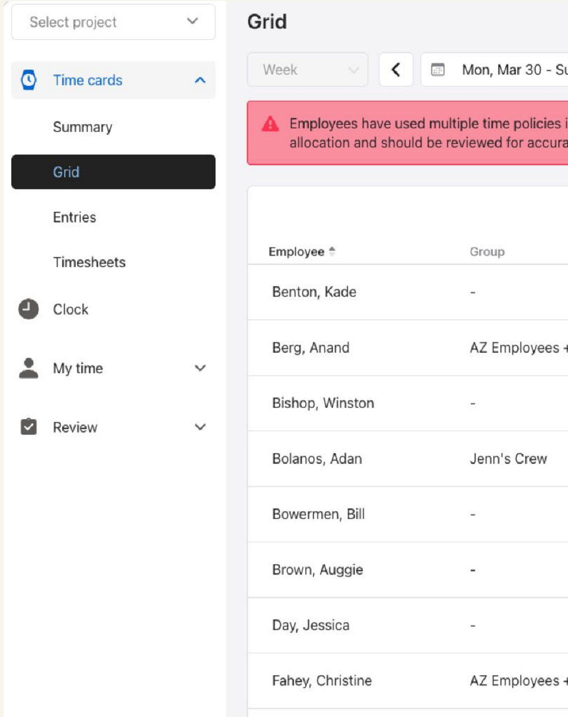
The Time tab gives you four views for reviewing and managing time cards across your workforce. Switch between them using the left side menu under Time cards.

Summary · Grid · Entries

Summary — Pay-period totals per employee with RT, OT, DT columns, approval status, and signature status. The primary view before approving for payroll.

Grid — Day-by-day hours with a weekly total. Use the **+** on any row to add a time card. Best for spotting missing days quickly.

Entries — Line-by-line view of every time card grouped by employee. Click any entry to open and edit it, or click **(...)** to edit or delete. Best for detailed pre-payroll review.



Payroll review

Review and approve time cards

Use **Time > Summary** to review all employee hours for the pay period before approving for payroll.

Time > Summary

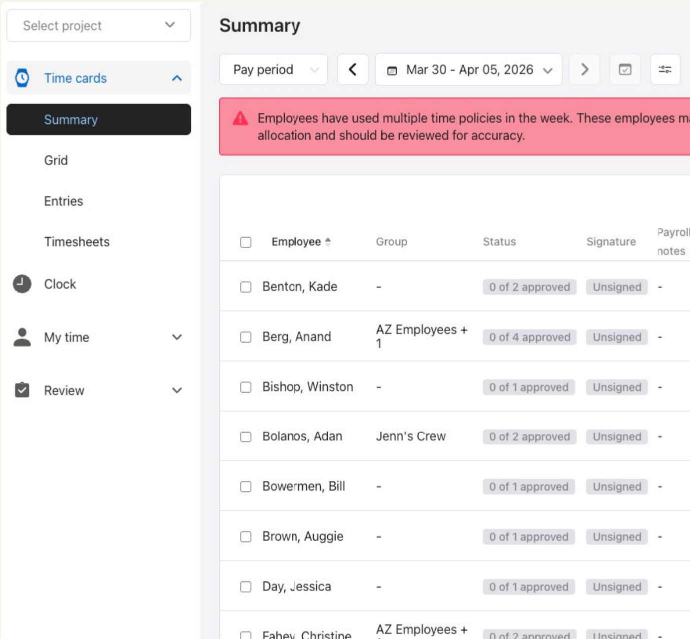
Approve all at once

1. **Go to Time > Summary**
2. **Select the pay period**
3. **Click Bulk actions > Approve all**

Approve by employee

1. **Check the box next to the employee**
2. **Click Bulk actions > Approve selected**

> ⚠ **To edit after approval**
>
> Use **Bulk actions > Unapprove** to unlock, make corrections, then re-approve.



Performance Plan

Overtime Premiums

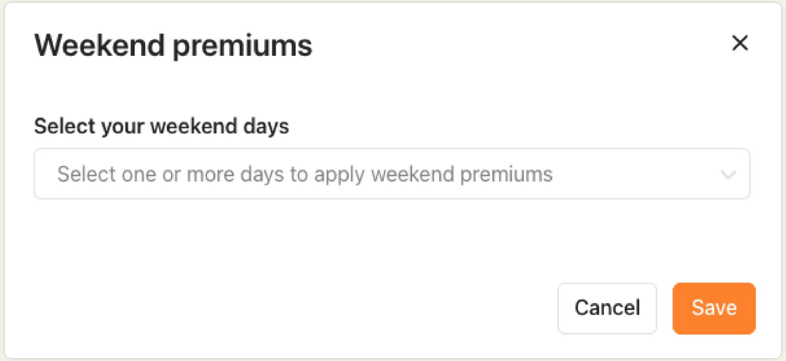
Overtime Premiums let you define automatic pay type rules for hours worked on weekends, defined shift windows, or public holidays. Once configured in your Time Policy, Raken applies the correct pay type automatically.

Company > Time > Policies > Premiums

- **Weekend** — Hours worked on defined weekend days
- **Shift** — Early starts, late finishes, or night shifts
- **Holiday** — Hours worked on defined public holidays

Setup steps

1. **Go to Company > Time > Policies**
2. **Open the policy and click Premiums**
3. **Toggle on Weekend, Shift, or Holiday**
4. **Set the day, pay type, and hour threshold**
5. **Click Save**



How premiums work

Premiums layer on top of your existing overtime rules — they add automatic pay types for specific conditions without replacing your standard OT rules.

Performance Plan

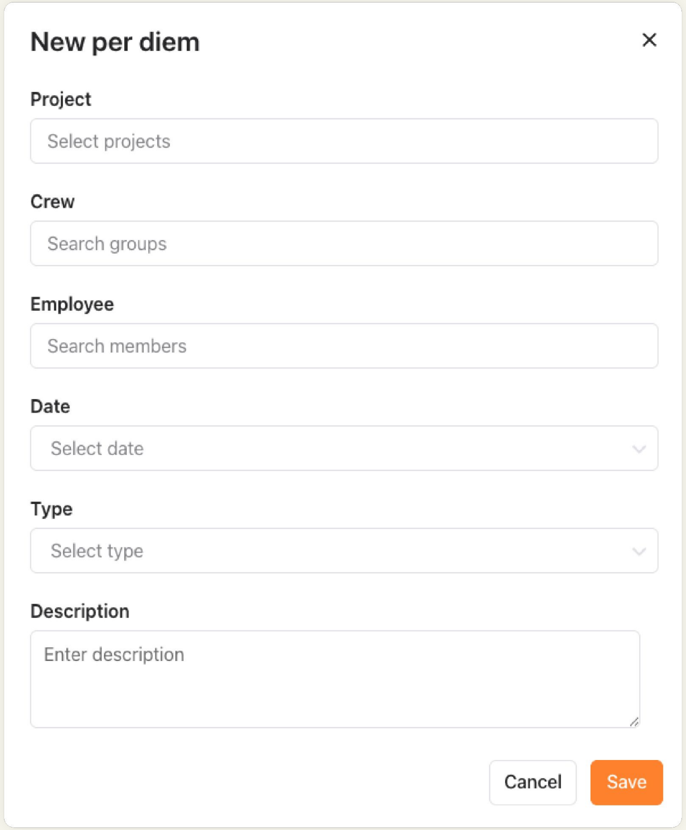
Per Diem

Per Diem lets supervisors record per diem entries for employees — covering Travel, Meals, Lodging, and Other. Entries are day-based and independent of time cards. Created by supervisors and admins only.

Time > Review > Per Diem

Submit a per diem entry — web

1. **Go to Time > Review > Per Diem**
2. **Click + Add per diem**
3. **Select employee(s), date range, type, and project**
   Select up to one week back and one week forward.
4. **Add a description (optional)**
5. **Click Save**



Performance Plan

Per Diem - Mobile

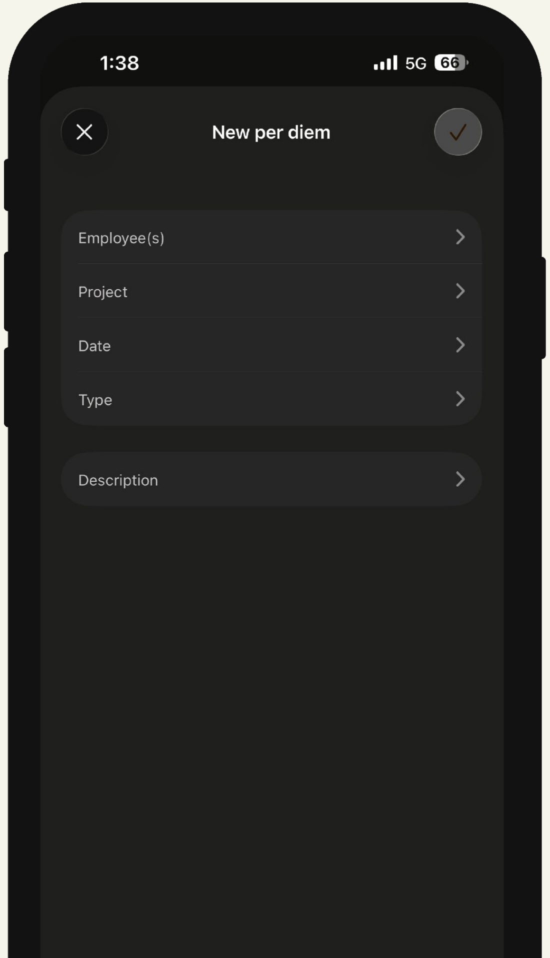
Time > Review > Per Diem

Submit a per diem entry — mobile

1. Tap Time in the bottom nav
2. Tap Review, then tap Per Diem
3. Tap + to add a new entry
4. Fill in Date, Type, and Description
5. Tap the checkmark to save

Performance Plan required

Per Diem requires the Performance Plan. Contact your account manager to learn more.



Worker sign-off

In addition to supervisor approval, Raken supports employee sign-off — letting workers acknowledge their own hours are correct before payroll is processed.

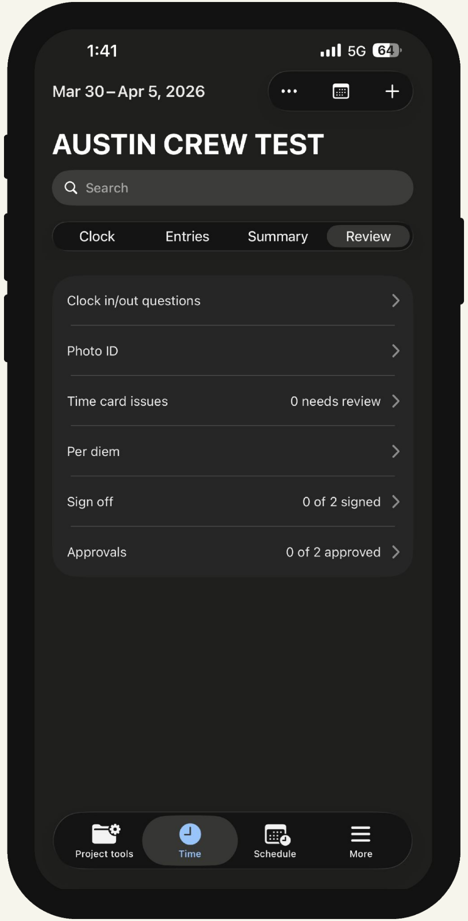
Time > Review > Per Diem

Enable worker sign-off

1. **Go to Company > Time > Approvals**
2. **Toggle on Employee sign-off**
3. **Set the day and time for sign-off notifications**

How workers sign off on mobile

Tap **Time** in the bottom nav, then tap **Review > Sign off**. The top-level (...) menu on the time summary also provides **Approve all**, **Send reminder**, and **Add signature**.



Worker self-service

My Time

Workers and team members can view their own time card entries and clock history from the **My Time** section in the mobile app — accessible by tapping **My Time** in the bottom navigation bar.

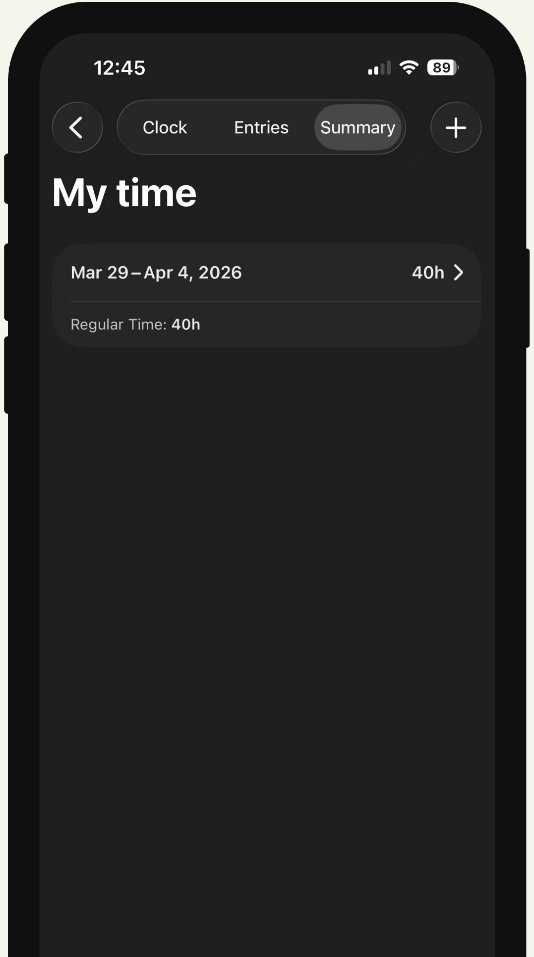
What workers can see

- **Clock** — Clock in and out, view live timer
- **Entries** — Personal time cards by date with project, cost code, and hours. Tap (...) to edit or delete.
- **Summary** — Total hours by pay period with sign-off status (Signed / Unsigned)

Past 24 hours flag

Entries with an open end time older than 24 hours are flagged in red.

Review and correct these before closing the pay period.



Payroll export

Export time cards for payroll

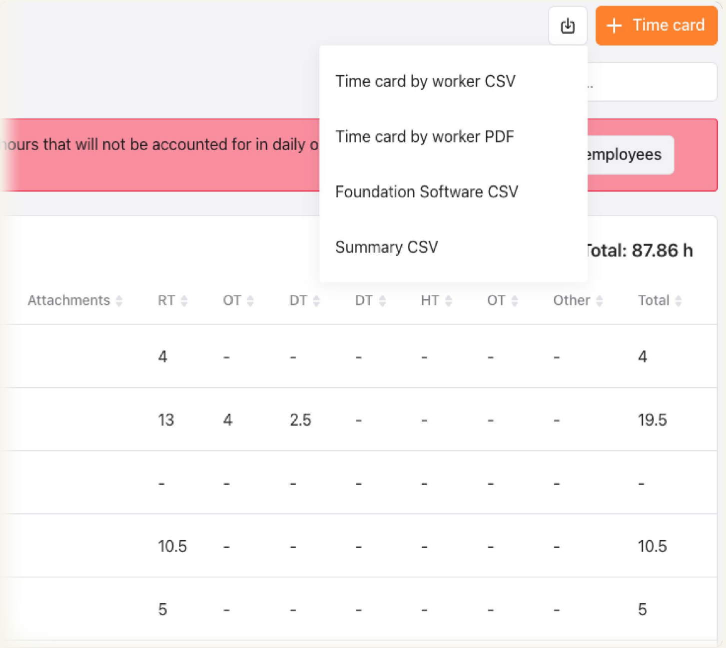
Download time card data from the Time tab in multiple formats. Apply filters before exporting to scope the report to specific employees, projects, or date ranges.

From Summary: Time card by worker CSV, Time card by worker PDF, Foundation Software CSV, Summary CSV

From Grid: Grid CSV, Time card by worker CSV

From Entries: Time card by worker CSV, Time card by worker PDF, Foundation Software CSV

Pro tip
Filter by project, employee group, or date range before downloading for a clean, payroll-ready export.



Time Clock

Clock employees in and out

Time Clock workflows are unchanged. Supervisors manage crew clock actions from the **Time > Clock** tab. Workers clock themselves in from **My Time** in the bottom nav.

Top-level (...) menu — bulk & crew actions

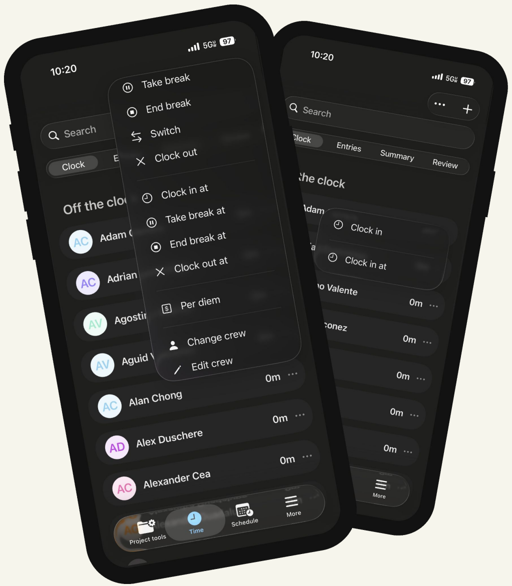
Tap the (...) in the top right corner of the Clock tab to access actions that apply to the whole crew:

Crew-level actions

Change crew
Edit crew
Approve all
Send reminders

Requires Time Clock add-on

Contact your account manager to learn more.



Individual employee (...) menu — per-employee punch actions

Tap the (...) next to any individual employee's name to manage that employee's clock status:

Per-employee actions

Clock in
Take break
End break
Switch
Clock out
Clock in at / out at (timed)