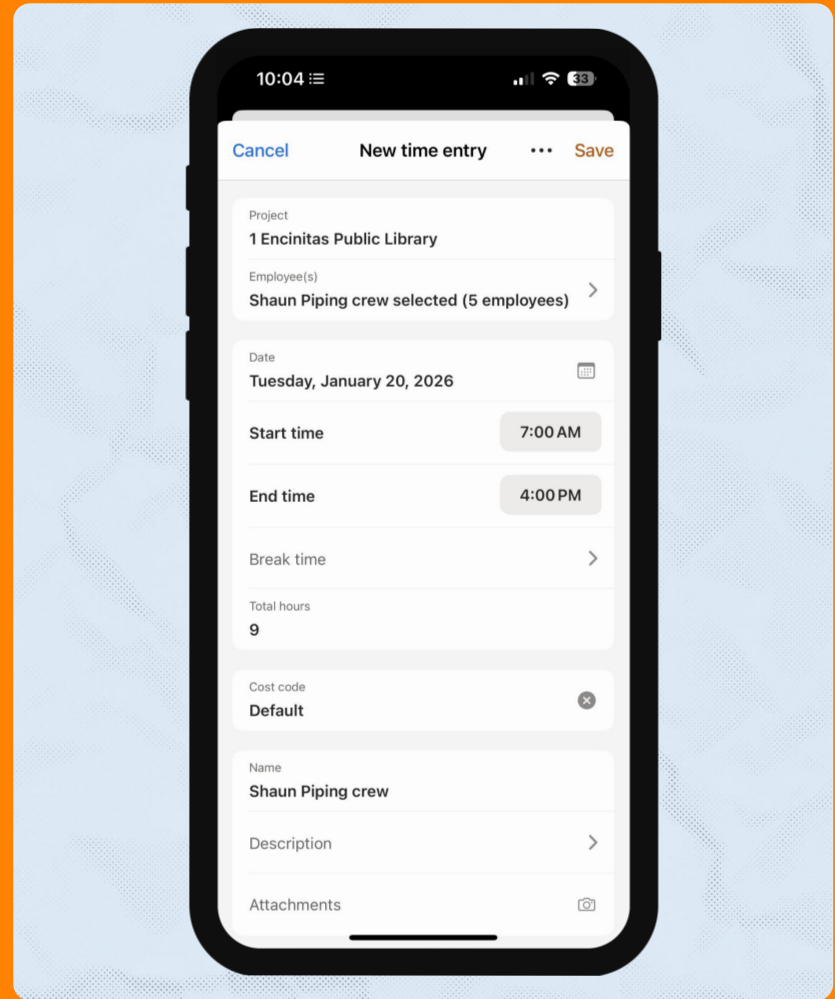


2026

Raken Time Card Guide



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 your primary hub for time card review, approval, and reporting. On web and mobile, it supports both crew and individual time entry. On mobile, you can also select any employees directly — no pre-configured crew required.

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

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

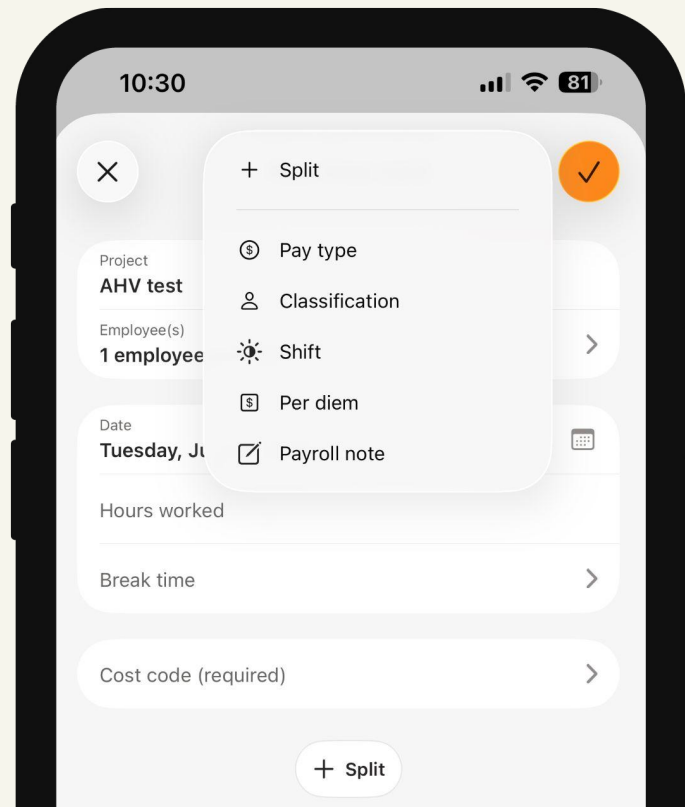
Pay types, classifications, shifts, payroll notes, and splits have moved into the ellipsis (...) menu on the time card form. This keeps the main form clean while giving you full control over every entry.

Available in the (...) menu

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

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 allocated by overtime rules can now be overridden before saving — select the pay type and confirm the Override overtime rule warning. Note: My Time on web does not support pay type overrides.



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**
Equipment (optional) — Select a piece of equipment to assign to the time card. Once selected, an Equipment cost code field appears so you can assign a separate cost code to that equipment's usage.
- 5 Click Save**

New time card ×

Project

Crew (optional)

Employee

Date

Start time

End time

Total

Cost code

Break time

Total hours

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
If no crew is set up yet, tap **Select employees**.

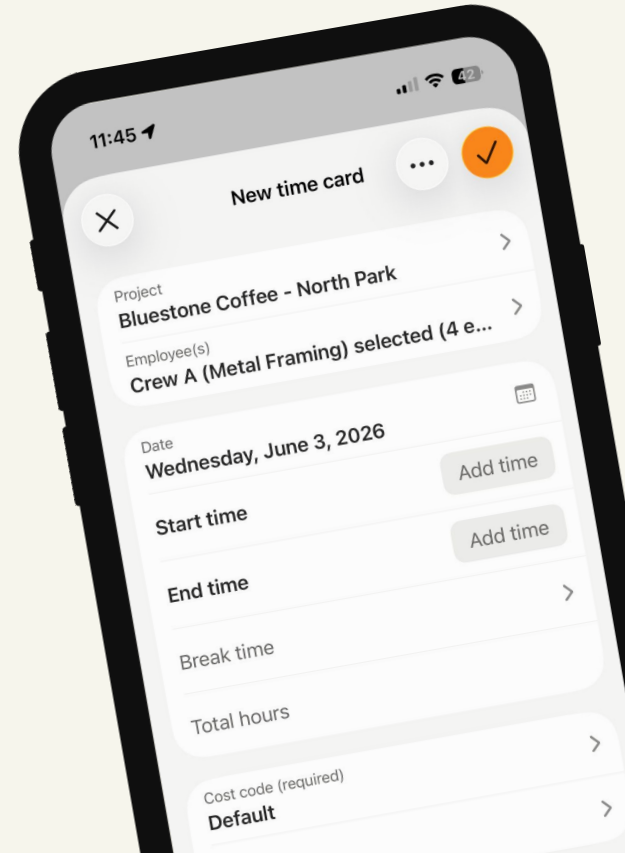
2 Select your crew or employees

- **Crews tab** — select from My Crews (crews you created) or All Crews (all account crews)
- **Employees tab** — select employees directly (no crew needed). Raken automatically creates a crew named after you.

3 Tap + in the top right corner
You'll see a list of employees for your current crew ready to select.

4 Enter hours and details
The form starts blank — enter actual hours for the day. Tap **Cost code** to assign one. Tap **Equipment** (optional) to assign a piece of equipment to the time card.

5 Tap Save



Creating time cards

Create a time card from Daily Logs

Project Tools > Daily Logs > Time Cards

Web and mobile — from a project

Individual

- 1 On web: Open a project > Daily Logs > Time Cards > + Time card
- 2 On mobile: Tap Project Tools > open project > Daily Logs > Time Cards > +
- 3 Select crew (optional) and employees
- 4 Enter hours and details, then click Create (web) or tap Save (mobile)

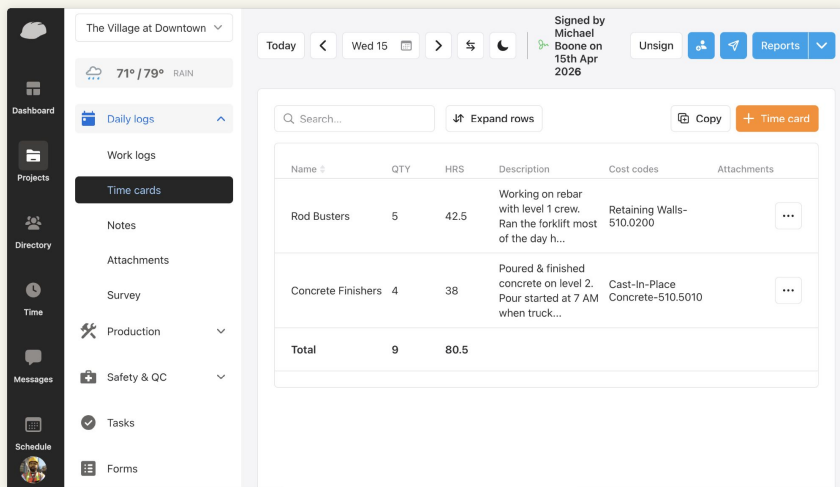
Crew vs. individual on mobile

The mobile **Time tab** is best for reviewing and managing time across all projects. Use **Project Tools > Daily Logs > Time Cards** when you're already working inside a specific project.

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.



The screenshot shows a software interface for a project named "The Village at Downtown". The main content area displays a "Daily logs" report for "Today". The report is signed by Michael Boone on 15th Apr 2026. A table of time cards is visible, with columns for Name, QTY, HRS, Description, Cost codes, and Attachments. The table contains two entries: "Rod Busters" (5 QTY, 42.5 HRS) and "Concrete Finishers" (4 QTY, 38 HRS). A "Total" row shows 9 QTY and 80.5 HRS. A "+ Time card" button is located in the top right of the table area.

Name	QTY	HRS	Description	Cost codes	Attachments
Rod Busters	5	42.5	Working on rebar with level 1 crew. Ran the forklift most of the day h...	Retaining Walls-510.0200	...
Concrete Finishers	4	38	Poured & finished concrete on level 2. Pour started at 7 AM when truck...	Cast-In-Place Concrete-510.5010	...
Total	9	80.5			

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

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

the Entries page is where you edit time cards on the web. Expand any employee row and click the entry to open. You can also click the ellipsis (...) on any entry for additional actions — including Move to change the project assigned to that entry.

- 1 Click Time in the left side menu
- 2 Click Entries
- 3 Click the row to open and edit the entry directly.
Click the row to open and edit the entry directly.
- 4 Update hours, breaks, cost code, etc.
- 5 Click Save

Entries										
Pay period: May 03 - 09, 2026										
	Date	EID	Project	Total hours	Status	Cost code	Start time	End time	Breaks	
▼	Thu, May 07	-	Park	1.5	-	07-21-16 - Blanket Insulation	07:00 am	08:30 am	-	
	Thu, May 07	-	Raken Office	9	-	05-40-00 - Cold-Formed Metal Framing 05-40-00 - Cold-Formed Metal Framing	08:00 am	05:00 pm	-	
▼	Gomez, Maria			9						
	Tue, May 05	-	Raken Office	5	Approved	05-40-00 - Cold-Formed Metal Framing	06:00 am	11:00 am	-	
	Tue, May 05	-	Raken Office	2	Approved	07-21-16 - Blanket Insulation	11:00 am	01:00 pm	-	
	Tue, May 05	-	Raken Office	2	Approved	09-21-16 - Gypsum Board Shaft Wall Assemblies	01:00 pm	03:00 pm	-	
▼	Johnson, Marcus			9						
	Tue, May 05	-	Raken Office	5	-	05-40-00 - Cold-Formed Metal Framing	06:00 am	11:00 am	-	
	Tue, May 05	-	Raken Office	2	-	07-21-16 - Blanket Insulation	11:00 am	01:00 pm	-	
	Tue, May 05	-	Raken Office	2	-	09-21-16 - Gypsum Board Shaft Wall Assemblies	01:00 pm	03:00 pm	-	
▼	Lewis, Sarah			8						
	Thu, May 07	-	Raken Office	8	-	05-40-00 - Cold-Formed Metal Framing	-	-	-	
▼	O'Malley, Bill			12						

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.

⚠ Approved time cards are locked

Use **Bulk actions > Unapprove** in Time > Summary first, then edit and re-approve.

< All time cards Edit time card Save

Name
Rod Busters

Description
Working on rebar with level 1 crew. Ran the forklift most of the day helping to unload new delivery of rebar and coordinated with Chris to make sure that apprentices got the rebar up to level 1. Coordinating with the tower crane operator.

[Drag and drop files here](#)

Employees (5) Bulk 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	

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.

▲ Bulk Edit overwrites the hours, cost code, and breaks for every member — including any individual edits already made. Edit individually after saving if crew members need different values.

5 Click Save

Edit time card ×

Start time	End time	Total
07:00 AM 🕒	12:30 PM 🕒	5.5 hrs

Rest duration (minutes)

10 ×

Add break +

Cost code

Default ...

Break time 10

Total hours 5.5 hours

+ Split Cancel Save

Bulk editing

Bulk edit time for a crew

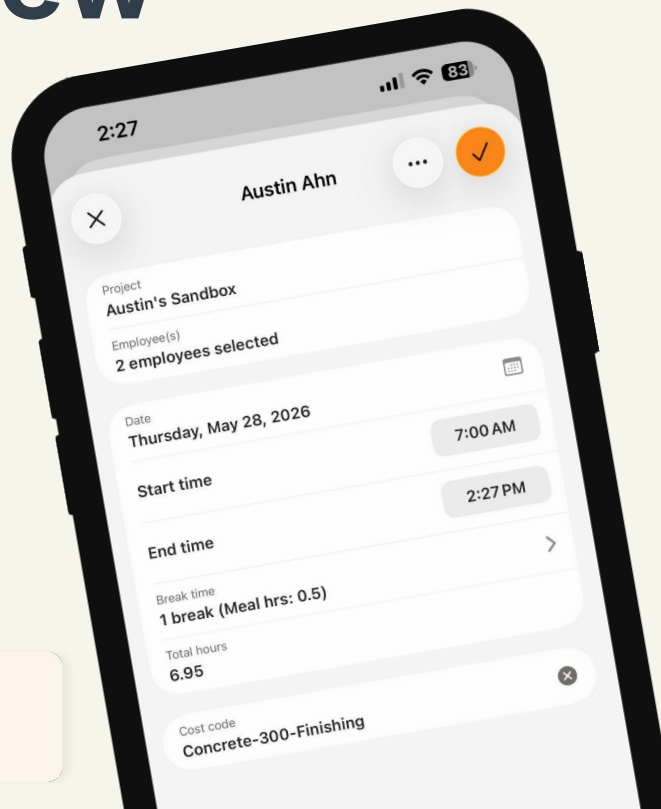
Time (bottom nav) > Entries

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
▲ Bulk Edit overwrites hours, cost code, and breaks for every crew member. Edit individually after saving if members need different values.

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 web

- 1 Open or create a time card**
- 2 Click the Split button**

The split modal supports two modes: **By start time** or **By hours**. Both columns (Start time and Hours) are visible at once — mode locks on the first field you type into. To reorder splits, drag them into the desired order — the Start and End entries cannot be moved.
- 3 Set the Start time and/or Hours and Cost code for Entry 1**
- 4 Set the Start time and/or Hours and Cost code for Entry 2**
- 5 Click + Add split for more entries**
- 6 Set the shared End time at the bottom**
- 7 Click Split**

Split time card

Entry 1

Start time	Hours
04:02 AM	9.97

Cost code: Default

Entry 2

Start time	Hours
--:-- --	0

Cost code: Default

+ Add split

End time: 02:00 PM

Total hours 9.97 hours

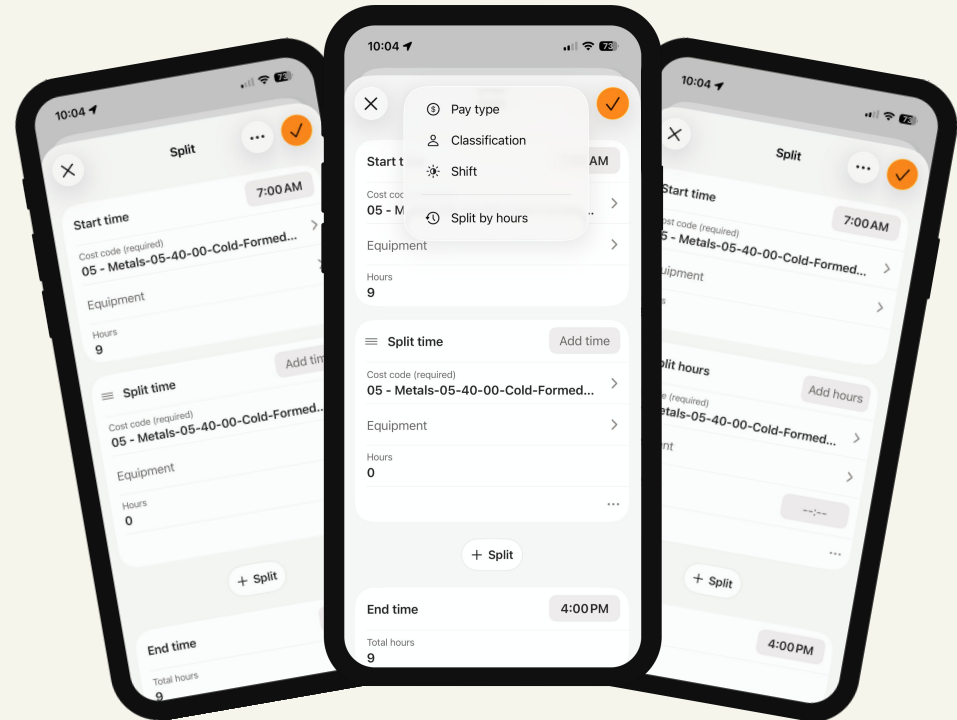
Splits — on mobile

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**
Defaults to By time. On Android, tap the ellipsis (...) and select Split by hours to switch modes. Mode locks once you enter a value. iOS support coming in a future update. To reorder splits on Android, press and hold the drag handle on any split card — the Start and End cards cannot be moved. Use Move up / Move down from the card menu as a fallback.
- 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

The screenshot shows a mobile application interface for copying work logs. At the top, there is a title 'Copy work logs' and a navigation bar with a back arrow, the date 'Tue 24 Mar 2026', a copy icon, and a forward arrow. Below the navigation bar is a table with two columns: 'Date' and 'Name'. The table contains two entries: 'Tue 24 Mar 2026' with 'Painters' and 'Tue 24 Mar 2026' with 'Finish Carpenters'. At the bottom of the screen, there is a checkbox labeled 'Include hours' which is checked. Below the checkbox, there is a note: 'Copying logs with this unchecked will create a framework for you to add details into.'

<input type="checkbox"/> Date	Name
<input type="checkbox"/> Tue 24 Mar 2026	Painters
<input type="checkbox"/> Tue 24 Mar 2026	Finish Carpenters

Include hours
Copying logs with this unchecked will create a framework for you to add details into.

Time tab views

Weekly Grid, Summary, and Entries

The Time tab gives you three 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 — Every time card grouped by employee. Loads **collapsed by default** — expand individual employees or use expand all. Columns are resizable and preferences persist per user. Click any entry to open and edit it, or click (...) to edit or delete. Best for detailed pre-payroll review.

Weekly grid

Week



Sun, May 03 - Sat, May 09



Employee	EID	Group
Gomez, Maria	4834634	-
Johnson, Marcus	794543	-
Lewis, Sarah	546547	Crew A (Metal Fra
O'Malley, Bill	234987	-
Sullivan, Steve "Sully"	23175	-
Thompson, David "DJ"	482026	Crew A (Metal Fra

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

⚠ To edit after approval

Use **Bulk actions > Unapprove** to unlock, make corrections, then re-approve.

Approve by employee

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

Select project

Time cards

Summary

Grid

Entries

Timesheets

Clock

My time

Review

Summary

Pay period

Mar 30 - Apr 05, 2026

⚠ Employees have used multiple time policies in the week. These employees allocation and should be reviewed for accuracy.

Employee	Group	Status	Signature	Payroll notes
<input type="checkbox"/>	Employee			
<input type="checkbox"/>	Bentcn, Kade	0 of 2 approved	Unsigned	-
<input type="checkbox"/>	Berg, Anand	AZ Employees + 1 0 of 4 approved	Unsigned	-
<input type="checkbox"/>	Bishop, Winston	0 of 1 approved	Unsigned	-
<input type="checkbox"/>	Bolanos, Adan	Jenn's Crew 0 of 2 approved	Unsigned	-
<input type="checkbox"/>	Bowe'men, Bill	0 of 1 approved	Unsigned	-
<input type="checkbox"/>	Brown, Auggie	0 of 1 approved	Unsigned	-
<input type="checkbox"/>	Day, Jessica	0 of 1 approved	Unsigned	-
<input type="checkbox"/>	Fahey, Christine	AZ Employees + 0 of 2 approved	Unsigned	-

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**

Weekend premiums ×

Select your weekend days

Select one or more days to apply weekend premiums ▾

Cancel 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**

New per diem ×

Project

Crew

Employee

Date

Type

Description

Performance Plan

Per Diem - Mobile

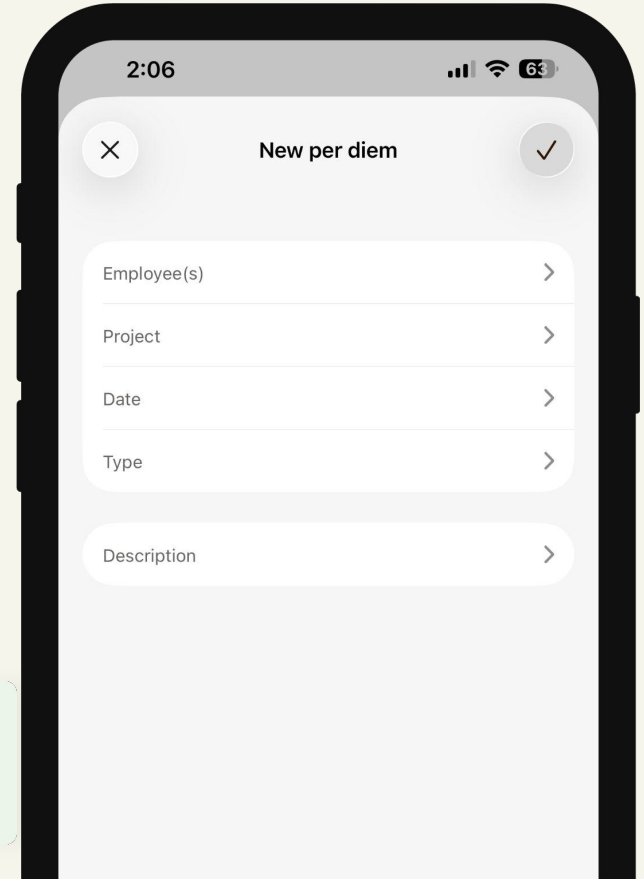
Time > Review > Per Diem

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

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.

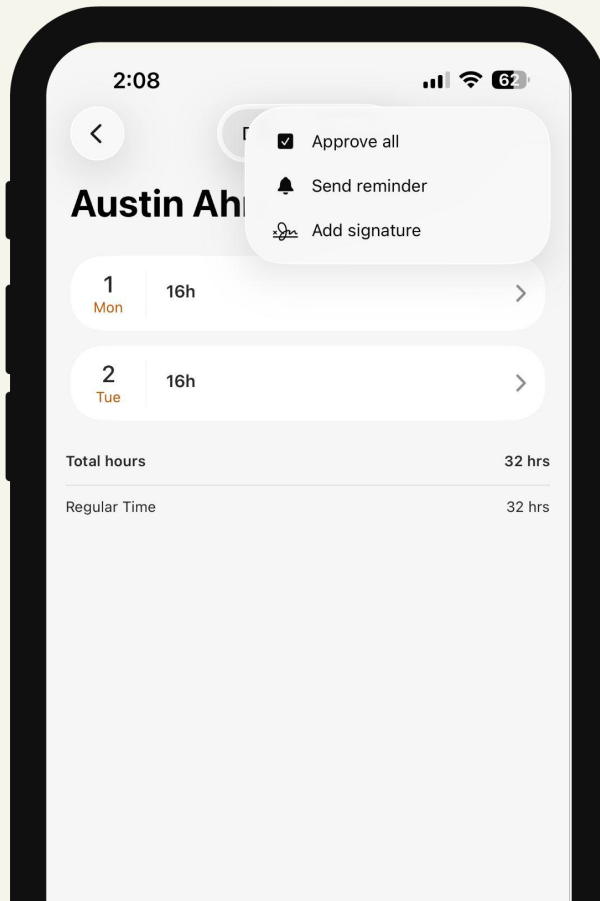
Time > Review > Per Diem

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

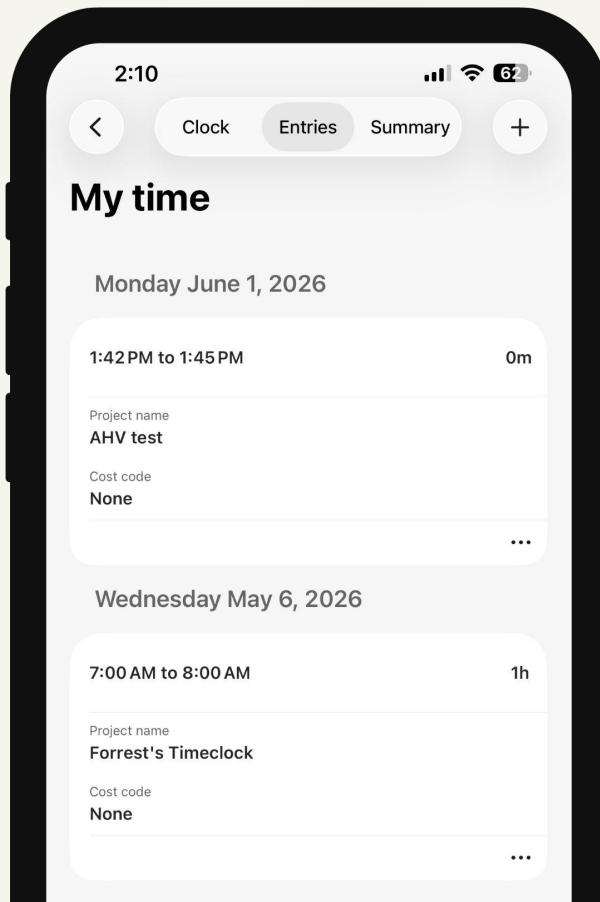
Workers and team members can view their own time card entries and clock history from the **My Time** section in the mobile app — accessible by tapping **My Time** in the bottom navigation bar.

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 card by worker exports sort by Last Name → First Name, then by Date → Start Time → End Time → Project → Cost Code across all views and date ranges.

The screenshot shows a user interface for exporting time card data. A dropdown menu is open, listing export options: 'Time card by worker CSV', 'Time card by worker PDF', 'Foundation Software CSV', and 'Summary CSV'. The background shows a table with columns for 'Attachments', 'RT', 'OT', 'DT', 'HT', and 'Total'. A red banner at the top indicates 'hours that will not be accounted for in daily o...'. A total of 87.86 h is shown at the bottom right of the table area.

Attachments	RT	OT	DT	HT	OT	Other	Total
	4	-	-	-	-	-	4
	13	4	2.5	-	-	-	19.5
	-	-	-	-	-	-	-
	10.5	-	-	-	-	-	10.5
	5	-	-	-	-	-	5

Total: 87.86 h

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 **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)