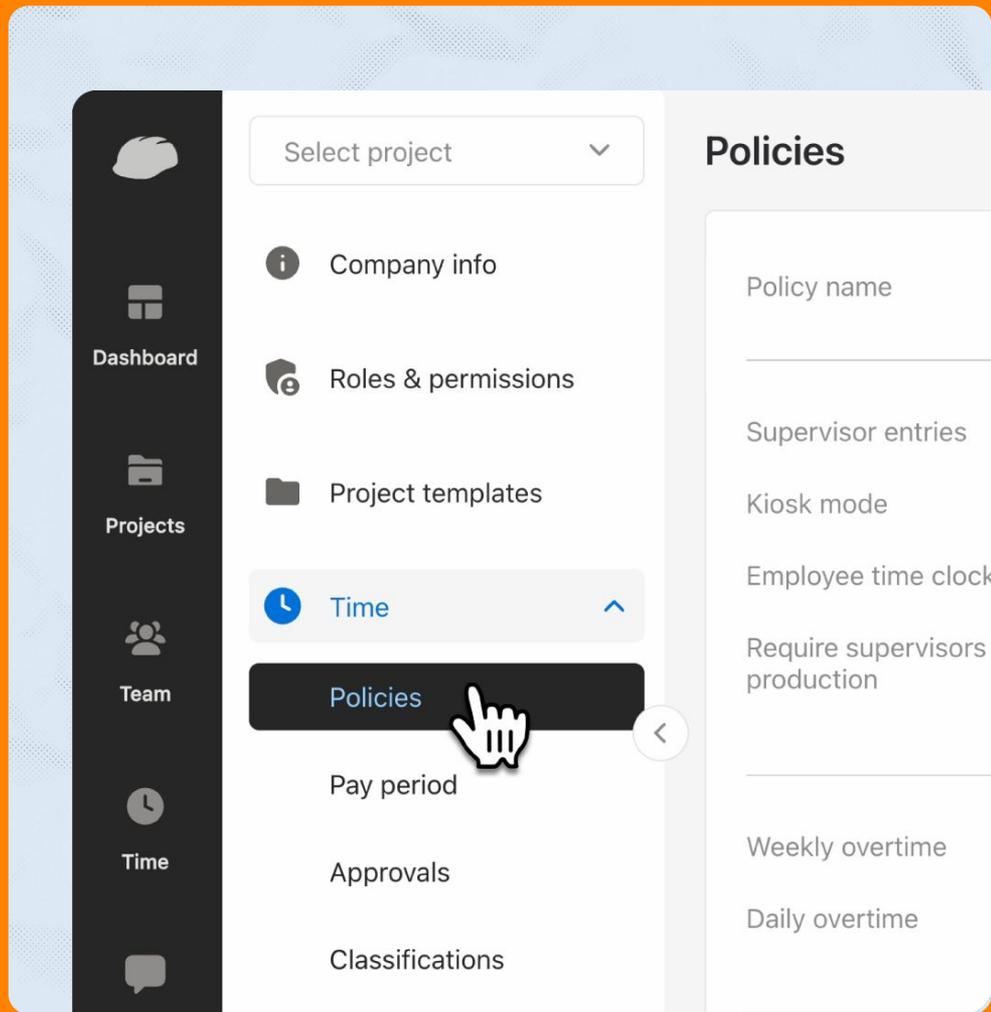


# Getting Started with Raken's New Time Policies

Company-wide, employee-based time tracking policies are replacing project level time settings. Creating custom policies for employee groups gives you a higher level of control, consistency and accuracy across projects.

These can be found under **Company > Time > Policies**

Need help? Contact us at (866) 438-0646



# Review your default policy

Raken will automatically apply your company's existing default OT, break and other pay rules as your new default for all of your employees.

## Review your default policy ×

Your default policy is assigned to all employees who have not been assigned to a custom policy. To make getting started easier, we've copied the current settings from your default project template.

Do it later

Continue

You can create additional policies after reviewing and saving your first, default policy. For example, you may want to create a policy for a specific union, or out of state employees. The new policy screens can be found at: **Company > Time > Policies**

# Settings

Review and select your general settings for collecting time and tracking breaks.

If your account has Time Clock, this is where you can turn on verification requirements for clocking in and out.

The screenshot shows a web interface for configuring a 'Default Policy'. The page title is 'Time / Default Policy'. A sidebar on the left contains a 'Settings' button and a list of menu items: 'Overtime rules', 'Breaks', 'Rounding', 'Pay types', 'Shifts', and 'Employees'. The main content area is titled 'Settings' and is divided into sections. The 'Policy info' section includes a 'Policy name' field with the value 'Default Policy', a 'Set as default' toggle switch (currently off), and a description: 'Default policies are automatically assigned to new employees.' The 'Time tracking' section includes three toggle switches: 'Supervisor entries (simple)' (off), 'Supervisor entries (detailed)' (off), and 'Employee time clock' (off). Each toggle has a corresponding description.

X Time / Default Policy

Settings

Overtime rules

Breaks

Rounding

Pay types

Shifts

Employees

**Settings**

**Policy info**

Policy name  
What would you like to name this policy?

Default Policy

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.

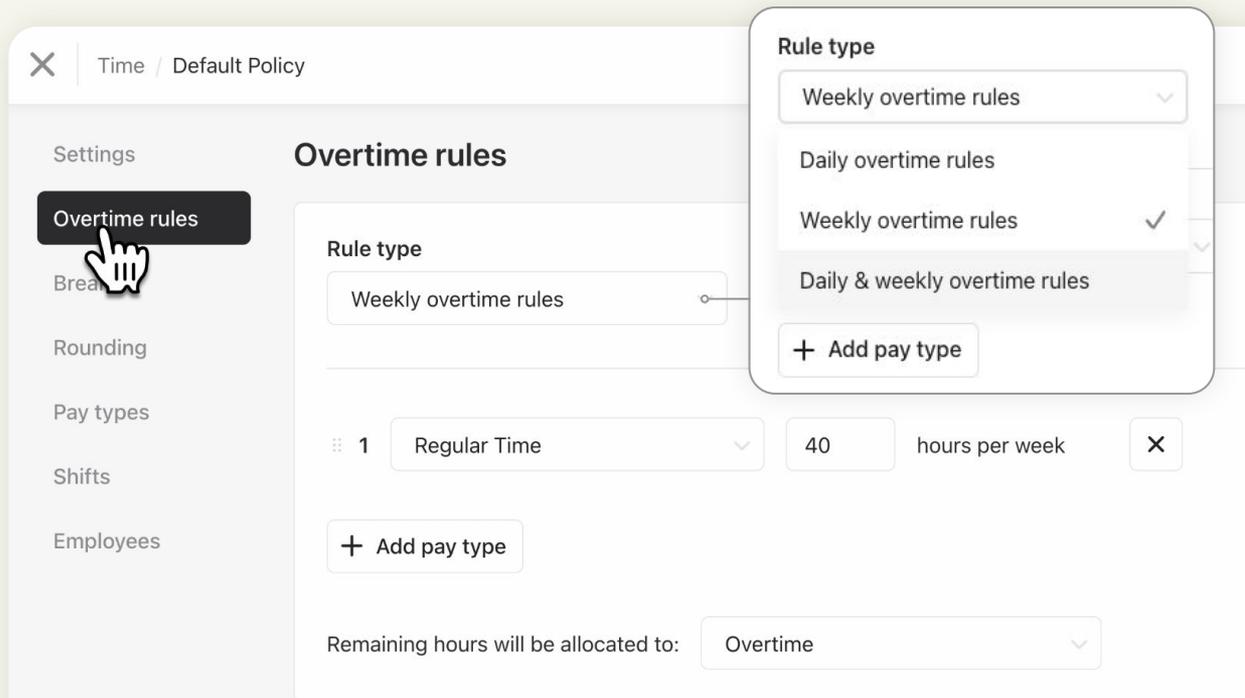
Kiosk mode  
Allow employees to clock in and out from a shared device.

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

# Overtime rules

Manage the allocation of pay types for your overtime rules.

You can set overtime on a weekly basis, daily basis, or a mix of daily and weekly allocation.



Time / Default Policy

Settings

**Overtime rules**

Breaks

Rounding

Pay types

Shifts

Employees

## Overtime rules

Rule type

Weekly overtime rules

1 Regular Time 40 hours per week

+ Add pay type

Remaining hours will be allocated to: Overtime

**Rule type**

- Weekly overtime rules
- Daily overtime rules
- Weekly overtime rules ✓
- Daily & weekly overtime rules

+ Add pay type

# Breaks

Breaks are limited to two selectable options.  
Modify the options to fit your desired outcome.

Time / Default Policy

Settings

Overtime rules

**Breaks**

Rounding

Pay types

Shifts

Employees

## Breaks

Types	Default duration	Minimum duration	Compensation	Enabled	
Rest breaks	10	10	Paid	<input checked="" type="checkbox"/>	
Meal breaks	30	0	Unpaid	<input type="checkbox"/>	

### Meal break settings

Default duration (mins)  
30 mins

Minimum duration (mins)  
None

Compensation  
Unpaid

Cancel Save

# Rounding

You now have the ability to round time punches. Select the option that best applies for how your team would prefer to round time, and set your rounding interval.

The screenshot shows a web interface for configuring time settings. On the left is a sidebar menu with options: Settings, Overtime rules, Breaks, Rounding (highlighted with a hand cursor), Pay types, Shifts, and Employees. The main content area is titled 'Rounding' and contains a section for 'Clock in and out rounding'. Below this section are two dropdown menus: 'Type' and 'Interval'. The 'Type' dropdown is open, showing options: None, Nearest interval (checked), Round up, Round down, and Employee favorable. The 'Interval' dropdown is also open, showing options: None (checked), 5 minutes, 6 minutes, 10 minutes, and 15 minutes. To the right of these dropdowns is a toggle switch labeled 'Round break' which is currently turned off.

X Time / Default Policy

Settings

Overtime rules

Breaks

**Rounding**

Pay types

Shifts

Employees

## Rounding

### Clock in and out rounding

Determines how time should be rounded when employees clock in and out. If "Employee Favorable" is selected, the system will round down on clock in and round up on clock out.

Type

Interval

Nearest interval

15 minutes

None

5 minutes

6 minutes

10 minutes

15 minutes

Round up

Round down

Employee favorable

Round break

# Pay Types

Select which of your company's Pay Types should be available for use in this policy. You can also create new pay types from this area as well.

The screenshot shows a web interface for configuring a 'Default Policy' under the 'Time' section. On the left, a sidebar menu includes 'Settings', 'Overtime rules', 'Breaks', 'Rounding', 'Pay types' (highlighted with a hand cursor), 'Shifts', and 'Employees'. The main area is titled 'Pay types' and features a table with columns for 'Pay type', 'Abbreviation', a toggle switch, and a menu icon. The table lists three pay types: 'Regular Time' (RT), 'Overtime' (OT), and 'Double Time' (DT). A green '+ Add pay type' button is located in the top right corner of the table area. An 'Add pay type' modal window is open in the foreground, containing input fields for 'Name' (with the example 'E.g. Travel time') and 'Abbreviation' (with the example 'E.g. TRV'), and 'Cancel' and 'Save' buttons at the bottom right.

Pay type	Abbreviation		
Regular Time	RT	<input type="checkbox"/>	...
Overtime	OT	<input type="checkbox"/>	...
Double Time	DT	<input type="checkbox"/>	...

# Shifts

Create and select shift options for this Time Policy if required.

Time / Default Policy

Settings

Overtime rules

Breaks

Rounding

Pay types

**Shifts**

Employees

**Shifts**

Shift name	Abbreviation		
Day Shift	DAY	<input type="checkbox"/>	...
Nigh Shift	NIGHT	<input type="checkbox"/>	...
Swing Shift	SWING	<input type="checkbox"/>	...

+ Add shift

**Add shift**

Name

E.g. Travel time

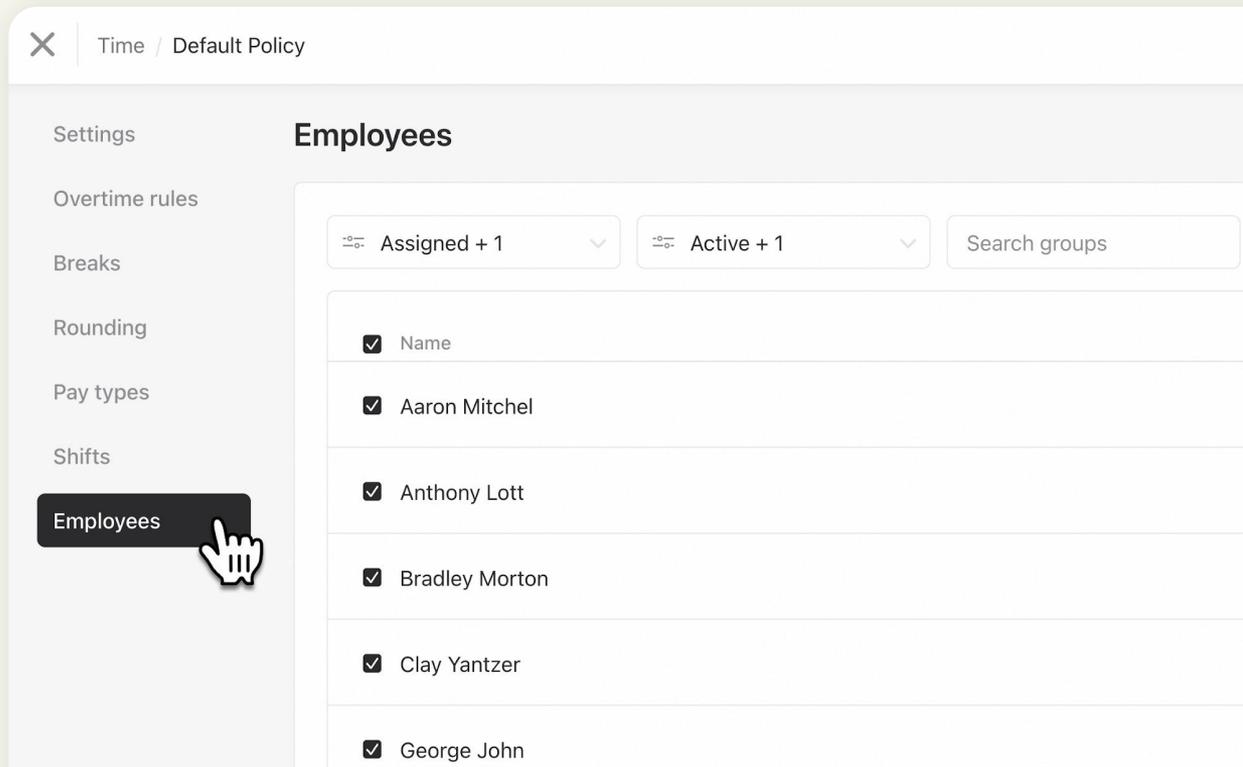
Abbreviation

E.g. TRV

Cancel Save

# Employees

Select which employees this policy applies to. During configuration of your first policy, all employees will remain selected. Once you have created additional policies, you can manage which employees qualify for your different policies.



The screenshot shows a web interface for configuring a policy. The breadcrumb is 'Time / Default Policy'. A left sidebar contains a list of settings: Settings, Overtime rules, Breaks, Rounding, Pay types, Shifts, and Employees. The 'Employees' option is highlighted with a dark background and a white hand cursor icon. The main content area is titled 'Employees' and features two filter dropdowns: 'Assigned + 1' and 'Active + 1', both with downward arrows. To the right of these is a search box labeled 'Search groups'. Below the filters is a list of employees, each with a checked checkbox and their name: Name, Aaron Mitchel, Anthony Lott, Bradley Morton, Clay Yantzer, and George John.

X Time / Default Policy

Settings

Overtime rules

Breaks

Rounding

Pay types

Shifts

**Employees**

Assigned + 1

Active + 1

Search groups

Name

Aaron Mitchel

Anthony Lott

Bradley Morton

Clay Yantzer

George John

## Create another policy?



Do you need to track time for union, salaried, or out of state employees with different payroll compliance requirements? Create additional policies and assign them to specific employee groups.

Skip for now

Create new policy

It's good to create all of your policies before activating the new Time Policy module.

Once all policies have been created, you are ready to turn on your new time policies. We recommend doing this during a time of day/week/month when your field teams will be least impacted and your payroll teams will have a clean cutover as this will immediately start enforcing your new policies.



## Time policies

Configure time policies to ensure compliance with your employees' overtime, breaks, rounding and time tracking requirements.

Manage policies

Turn on policies

## Turn on policies



Start enforcing your new employee based time policies.

This action cannot be undone and any existing project-specific time and payroll settings will no longer be available.

Cancel

Turn on