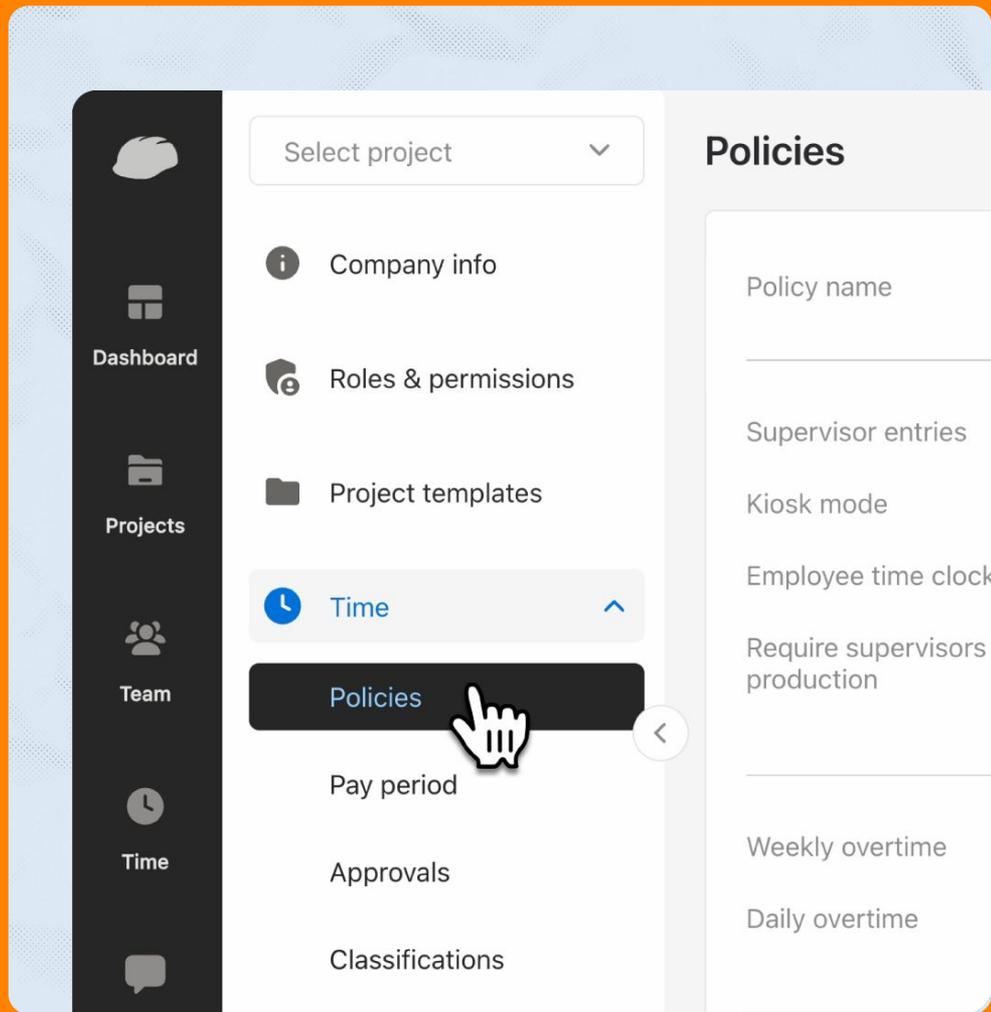# Getting Started with

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

Raken

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.

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.

✕ 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 automattically assigned to new employees.

Time tracking

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

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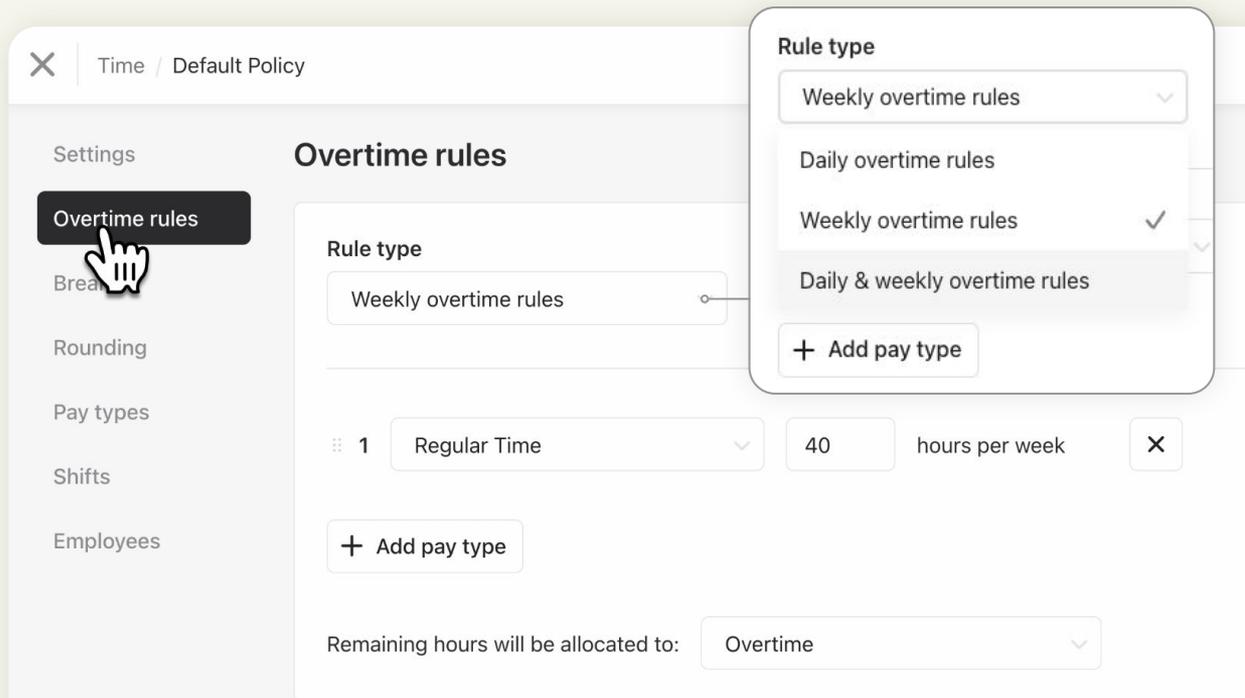Require supervisors to enter start and end times.

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.

Breaks

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

X | 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	⬤	✏️
Meal breaks	30	0	Unpaid		

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.

X Time / Default Policy

Settings

Overtime rules

Breaks

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Pay types

Shifts

Employees

Rounding

Clock in and out rounding

Determines how time should be rounded when employees clock in and out. If "Employee Favora will round down on clock in and round up on clock out.

Type

Nearest interval

None

Nearest interval ✓

Round up

Round down

Employee favorable

Interval

15 minutes

None ✓

5 minutes

6 minutes

10 minutes

15 minutes

Round brea

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.

Time / Default Policy

Settings

Overtime rules

Breaks

Rounding

Pay types

Shifts

Employees

Pay types

+ Add pay type

Pay type	Abbreviation		
Regular Time	RT		...
Overtime	OT		...
Double Time	DT		...

Add pay type

Name

E.g. Travel time

Abbreviation

E.g. TRV

Cancel   Save

Shifts

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

Time / Default Policy

Shifts

+ Add shift

Shift name	Abbreviation		
Day Shift	DAY		...
Nigh Shift	NIGHT		...
Swing Shift	SWING		...

Settings
Overtime rules
Breaks
Rounding
Pay types
Shifts
Employees

Add shift
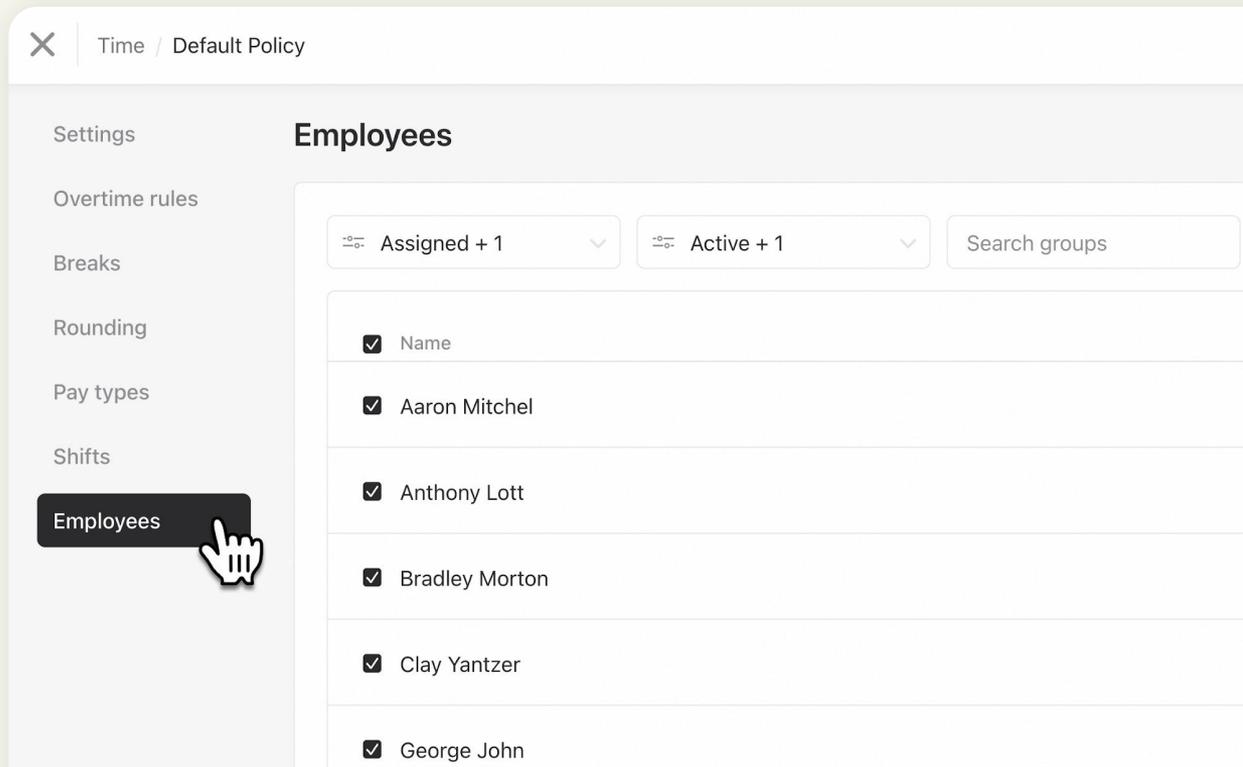
Name

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.

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