

# One Place to Manage Time

## Arcoro Time Unified Experience: Unified Time Cards

Arcoro Time (formerly ExakTime) is moving into the same modern Arcoro platform experience as the rest of Arcoro's HR technology. The first step is Unified Time Cards: one page where your administrators view, add, and correct time for every employee, whether that employee records time on a timecard or a timesheet.

This guide explains exactly what is changing, what is staying the same, and how to do the everyday tasks your team already does on the classic Timecards, Timesheets, and Bulk Time Entry pages. Share it with everyone at your company who manages time in Arcoro Time.

### The changes at a glance

| Change                    | What it means for admins                                                                                                                                                                     | How it turns on                                                                           |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Unified Time Cards</b> | The classic Timecards, Timesheets, and Bulk Time Entry pages come together on one Timecards (Unified) page. One list covers every employee, with a Timecard or Timesheet tag on each person. | Enabled by Arcoro for your company on your enablement date. Nothing for you to configure. |
| <b>Add time</b>           | One Add time action for a single employee or many at once, for timecard and timesheet employees alike.                                                                                       | Available on the same page as soon as you are enabled.                                    |
| <b>Saved views</b>        | Group, filter, and sort the list the way your team works, for example by crew, location, or job, and switch between views in one click.                                                      | Ready to use. Build your own views at any time from the View manager.                     |
| <b>Classic pages</b>      | The classic Timecards, Timesheets, and Bulk Time Entry pages stay fully functional.                                                                                                          | Nothing to do. They remain available through January 15, 2027.                            |

### The short version for your team

- Nothing is taken away. The classic Timecards, Timesheets, and Bulk Time Entry pages stay fully available through January 15, 2027, so every workflow you rely on today still works.
- Your time data is the same. Unified Time Cards shows the same time records your team already captures, in a new layout.
- Reg, OT, and OT2 hours are still calculated by your pay policy. When you add or change time, the hours recalculate for you.
- A few workflows stay on the classic pages for now. They are listed in full on the What stays on the classic pages page of this guide.



## How the rollout works

---

Unified Time Cards is part of the Arcoro Time Unified Experience release. On your enablement date your administrators will find it in the Arcoro navigation under Time, then Time Management, then Timecards (Unified). There is no migration and no forced switch. Your team can use Unified Time Cards for day to day time management and keep using the classic pages for anything they need in the meantime.

|                  | What to expect                                                                                                                                        |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Who it is for    | Arcoro Time customers and the administrators and supervisors who review and correct time.                                                             |
| Target date      | <b>[Insert release date]</b> Arcoro will confirm your date in advance. Your administrators will see the change on their next sign in after that date. |
| How it turns on  | Arcoro enables it for your company. No configuration, no migration, and no action is required from you beforehand.                                    |
| Where to find it | Time, then Time Management, then Timecards (Unified). The page opens on your company's default view for the current pay period.                       |
| Classic pages    | The classic Timecards, Timesheets, and Bulk Time Entry pages remain fully functional through January 15, 2027.                                        |

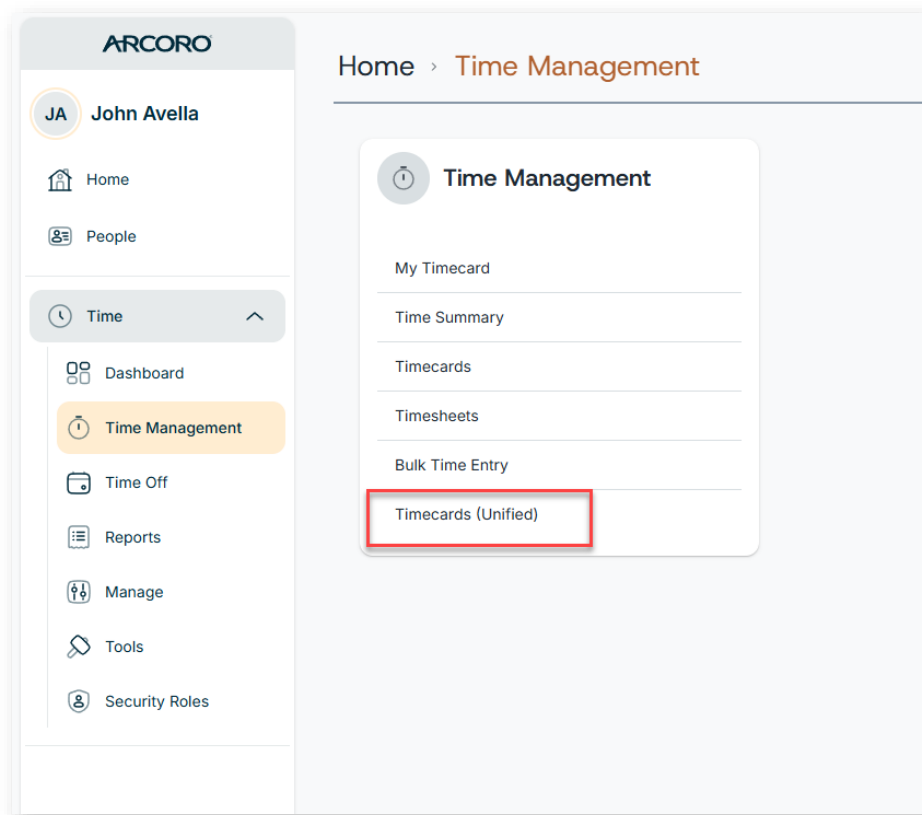
## Getting to Timecards (Unified) and Back

---

Timecards (Unified) sits alongside the classic Timecards, Timesheets, and Bulk Time Entry pages, so your administrators can move between them at any time. There is a direct link from both navigations, and a way back to the classic pages from the unified screen.

### From the Arcoro navigation

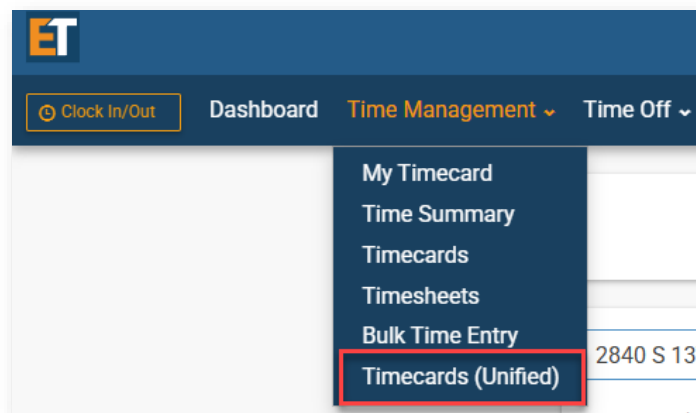
Select **Time**, then **Time Management**. The Time Management card lists My Timecard, Time Summary, Timecards, Timesheets, Bulk Time Entry, and **Timecards (Unified)**. Select Timecards (Unified) to open the new page.



**Figure 1 | Navigation\_Unified\_Menu.png** Timecards (Unified) in the Time Management card of the Arcoro navigation.

## From the classic Arcoro Time menu

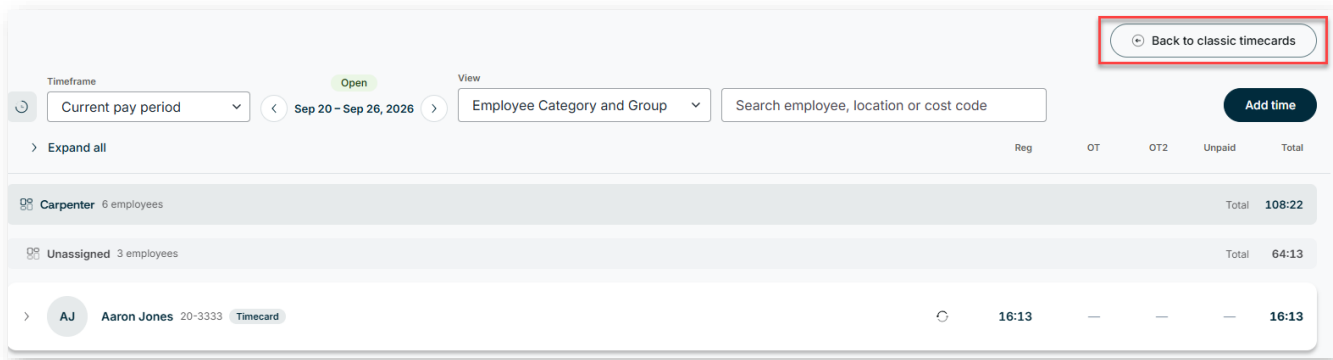
If your team is working in the classic Arcoro Time pages, open the **Time Management** menu at the top of the page. **Timecards (Unified)** is the last item, below Bulk Time Entry.



**Figure 2 | Navigation\_Classic\_Menu.png** Timecards (Unified) in the classic Time Management menu.

## Going back to the classic timecards

From Timecards (Unified), select **Back to classic timecards** at the top right of the page to return to the classic Timecards page. Both pages show the same time records.



**Figure 3 | Back\_To\_Classic\_Timecards.png** Back to classic timecards, at the top right of Timecards (Unified).

## 1. The Timecards (Unified) Page

Today, timecard employees and timesheet employees live on separate pages, and entering time for a group of people means going to Bulk Time Entry. Unified Time Cards replaces that with one page. Every employee appears in one list, you can open any of them to see their time day by day, and you add or correct time without leaving the page.

| What is changing                                                                                                                                                                                        | What is staying the same                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>One page for Timecards, Timesheets, and Bulk Time Entry. Timecard and timesheet employees appear in the same list, each tagged Timecard or Timesheet.</li> </ul> | <ul style="list-style-type: none"> <li>The classic Timecards, Timesheets, and Bulk Time Entry pages are still there and still work, through January 15, 2027.</li> </ul> |
| <ul style="list-style-type: none"> <li>Pay period totals for Reg, OT, OT2, Unpaid, and Total on every employee row, visible before you open anyone.</li> </ul>                                          | <ul style="list-style-type: none"> <li>Hours are calculated by your pay policy, exactly as they are today.</li> </ul>                                                    |
| <ul style="list-style-type: none"> <li>Exceptions are flagged where you work: a warning icon on the employee and a label on the day, such as Missing stop time or Missing meal break.</li> </ul>        | <ul style="list-style-type: none"> <li>The punch details you rely on today are still captured, including source, geofence result, equipment, and comments.</li> </ul>    |
| <ul style="list-style-type: none"> <li>One Add time action for one employee or many, replacing the separate trip to Bulk Time Entry.</li> </ul>                                                         | <ul style="list-style-type: none"> <li>Locations, cost codes, and equipment come from your existing Arcoro Time setup.</li> </ul>                                        |
| <ul style="list-style-type: none"> <li>Saved views let each administrator group, filter, and sort the list the way they work.</li> </ul>                                                                | <ul style="list-style-type: none"> <li>How employees record time is unchanged. This page changes how administrators review and manage it.</li> </ul>                     |

| Timeframe           |    |                    |         |          | View                  |  |               |    |                                        |        |       |
|---------------------|----|--------------------|---------|----------|-----------------------|--|---------------|----|----------------------------------------|--------|-------|
| Previous pay period |    |                    |         |          | Sep 13 - Sep 19, 2026 |  | All employees |    | Search employee, location or cost code |        |       |
|                     |    |                    |         |          |                       |  | Reg           | OT | OT2                                    | Unpaid | Total |
| >                   | AJ | Aaron Jones        | 20-3333 | Timecard |                       |  | 36:38         | —  | —                                      | —      | 36:38 |
| >                   | AC | Alan Carson        | 50-6585 | Timecard |                       |  | 36:32         | —  | —                                      | —      | 36:32 |
| >                   | AV | Amy Varis          | 00-0001 | Timecard |                       |  | 42:50         | —  | —                                      | —      | 42:50 |
| >                   | AF | Andy Freeman       | 40-6666 | Timecard |                       |  | 38:29         | —  | —                                      | —      | 38:29 |
| >                   | BG | Benjamin Gallagher | 11-2222 | Timecard |                       |  | 38:22         | —  | —                                      | —      | 38:22 |
| >                   | BH | Bill Huber         | 20-4159 | Timecard |                       |  | —             | —  | —                                      | —      | —     |
| >                   | BS | Brad Smith         | 30-4412 | Timecard |                       |  | 38:22         | —  | —                                      | —      | 38:22 |
| >                   | BJ | Brian Josephson    | 20-2568 | Timecard |                       |  | 38:32         | —  | —                                      | —      | 38:32 |

**Figure 4 | Timecards\_Unified\_Page.png** The Timecards (Unified) page. Every employee in one list, with pay period totals on each row.

## Reading the employee list

Each row gives you what you need to decide whether to open that person:

- Employee ID and name.
- A **Timecard** or **Timesheet** tag. Timecard employees record start and stop times. Timesheet employees record total hours worked.
- A red warning icon when that employee has an exception to resolve, such as a missing stop time.
- Recalculate, the circular arrow, which reruns the pay policy calculation for that employee.
- Totals for the timeframe you have selected: **Reg**, **OT**, **OT2**, **Unpaid**, and **Total**, shown in hours and minutes, for example 36:38. A dash means no hours in that column, so the hours that need attention stand out.
- Select anywhere on the row to open or close that employee. **Expand all** above the list opens everyone at once, and changes to **Collapse all** so you can close them again. An employee with no time in the timeframe shows dashes across the row.
- Back to classic timecards, at the top right of the page, takes you back to the classic Timecards page at any time.

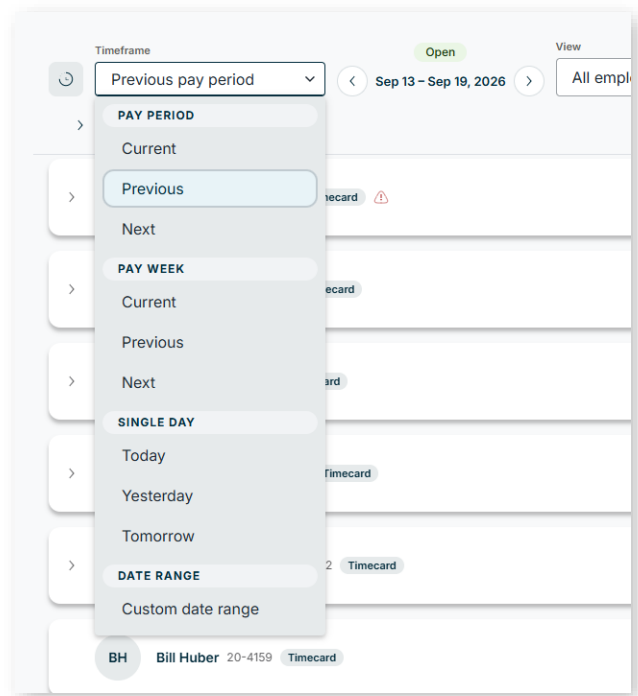
## 2. Finding the Time You Need

Four controls sit along the top of the page. Together they decide which dates and which people you see.

### Timeframe

Choose the span of dates you want to work with. The dates you are looking at are shown next to the picker, and the arrows on either side step backward or forward by the same amount.

| Option     | What it shows                                                                    |
|------------|----------------------------------------------------------------------------------|
| Pay period | Current, Previous, or Next pay period. The arrows move one pay period at a time. |
| Pay week   | Current, Previous, or Next pay week. The arrows move one week at a time.         |
| Single day | Today, Yesterday, or Tomorrow. The arrows move one day at a time.                |
| Date range | A custom range of dates you choose.                                              |



**Figure 5 | Timeframe\_Picker.png** The Timeframe picker, grouped by pay period, pay week, single day, and date range.

### View

A view decides who is in the list and how the list is organized. **All employees** is the built in default. Any views your team has saved appear here too, and the default is marked (Default). Select **Manage views** at the bottom of the list to open the View manager, covered in section 6.

### Search

The search box matches on employee name, employee ID, location, and cost code. Searching for a location shows only the employees with time recorded there, so you can check one jobsite without building a view.

**Figure 6 | Search\_Results.png** Searching for yard narrows the list to the employees with time at that location.

**Figure 6 | Search\_Results.png** Searching for yard narrows the list to the employees with time at that location.

### 3. Reading a Timecard

Open an employee and their time is laid out day by day. Each day has its own header with daily totals, and each time record is a row underneath. A Daily total row closes out each day.

|                       |  |                                  |  |               |  |                                        |  |          |  |
|-----------------------|--|----------------------------------|--|---------------|--|----------------------------------------|--|----------|--|
| Timeframe             |  | Open                             |  | View          |  | Search employee, location or cost code |  | Add time |  |
| Previous pay period   |  | Sep 13 - Sep 19, 2026            |  | All employees |  |                                        |  |          |  |
| Collapse all          |  |                                  |  |               |  |                                        |  |          |  |
| Mon, Sep 14           |  |                                  |  |               |  | Reg                                    |  | OT       |  |
|                       |  |                                  |  |               |  | OT2                                    |  | Unpaid   |  |
|                       |  |                                  |  |               |  | Total                                  |  |          |  |
| Details               |  | Start                            |  | Stop          |  |                                        |  |          |  |
| Location 0-002 - YARD |  | Cost code 0-999 - Administration |  | 5:53 AM       |  | 9:54 AM                                |  | 04:01    |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |
| Location 0-002 - YARD |  | Cost code 0-999 - Administration |  | 10:22 AM      |  | 2:29 PM                                |  | 04:07    |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |
| Daily total           |  |                                  |  |               |  |                                        |  |          |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |
| Tue, Sep 15           |  |                                  |  |               |  |                                        |  |          |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |
| Details               |  | Start                            |  | Stop          |  |                                        |  |          |  |
| Location 0-002 - YARD |  | Cost code 0-999 - Administration |  | 5:48 AM       |  | 9:59 AM                                |  | 04:11    |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |
| Location 0-002 - YARD |  | Cost code 0-999 - Administration |  | 10:32 AM      |  | 2:26 PM                                |  | 03:54    |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |
| Daily total           |  |                                  |  |               |  |                                        |  |          |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |
| Wed, Sep 16           |  | Missing stop time                |  |               |  |                                        |  |          |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |
| Details               |  | Start                            |  | Stop          |  |                                        |  |          |  |
| Location 0-002 - YARD |  | Cost code 0-999 - Administration |  | 5:51 AM       |  | 10:13 AM                               |  | 04:22    |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |
| Location 0-002 - YARD |  | Cost code 0-999 - Administration |  | 10:43 AM      |  | Missing stop time                      |  |          |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |
| Daily total           |  |                                  |  |               |  |                                        |  |          |  |
|                       |  |                                  |  |               |  |                                        |  |          |  |

**Figure 7 | Timecard\_Expanded.png** A timecard employee opened for the pay period. Each day shows its records and a daily total. Wednesday is flagged Missing stop time.

#### What is on each row

- **Edit** and **Delete**, on the left of every row.
- **Details**: the location and cost code for that record.
- **Start** and **Stop** for timecard employees, or **Hours** for timesheet employees.
- **Reg**, **OT**, **OT2**, **Unpaid**, and **Total** for that record. Negative values, such as an auto lunch deduction, are shown in orange.

#### What the icons mean

| You will see            | What it means                                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Green dot beside a time | The punch was made inside the geofence for that location.                                                                                   |
| Red dot beside a time   | The punch was made outside the geofence. Open the punch to see how far outside it was.                                                      |
| Equipment icon          | Equipment was recorded with this record. Hover to see which equipment.                                                                      |
| Comment icon            | The employee or an administrator left a comment. Hover to read it.                                                                          |
| Auto lunch row          | A system generated meal deduction from your auto lunch policy. Times and assignments can be edited, but there are no punch details to open. |

| You will see                                 | What it means                                                                                                                                           |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Virtual stop</b>                          | The stop time mirrors the start of the next record, created when the employee clocked in again at a different location or cost code.                    |
| <b>Shield icon</b>                           | A system generated time off record.                                                                                                                     |
| <b>Missing stop time</b>                     | The employee clocked in but never clocked out. The day is labeled Missing stop time, and the Stop column on that record reads Missing stop time in red. |
| <b>Missing start time</b>                    | A record has a stop time but no start time.                                                                                                             |
| <b>Missing location or Missing cost code</b> | A record is missing its location or its cost code. A day can carry more than one of these labels at once.                                               |
| <b>Missing meal break label</b>              | The day has no meal break recorded.                                                                                                                     |

|                     |                       |                                  |               |                                        |       |      |     |        |       |
|---------------------|-----------------------|----------------------------------|---------------|----------------------------------------|-------|------|-----|--------|-------|
| Timeframe           |                       | Open                             | View          |                                        |       |      |     |        |       |
| Previous pay period | Sep 13 - Sep 19, 2026 |                                  | All employees | Search employee, location or cost code |       |      |     |        |       |
| Collapse all        |                       |                                  |               |                                        | Reg   | OT   | OT2 | Unpaid | Total |
| SH                  | Scott Hubbard 40-5751 | Timecard                         |               |                                        | 39:20 | —    | —   | —      | 39:20 |
| Mon, Sep 14         |                       |                                  |               |                                        | 08:00 | —    | —   | —      | 08:00 |
| Tue, Sep 15         |                       |                                  |               |                                        | 07:56 | —    | —   | —      | 07:56 |
| Wed, Sep 16         |                       |                                  |               |                                        | 07:48 | —    | —   | —      | 07:48 |
| Thu, Sep 17         |                       |                                  |               |                                        | 07:46 | —    | —   | —      | 07:46 |
| Details             |                       |                                  |               |                                        | Start | Stop |     |        |       |
|                     | Location 0-002 - YARD | Cost code 0-999 - Administration | 5:55 AM       | 9:58 AM                                | 04:03 | —    | —   | —      | 04:03 |
|                     | Location 0-002 - YARD | Cost code 0-999 - Administration | 10:31 AM      | 2:14 PM                                | 03:43 | —    | —   | —      | 03:43 |
|                     |                       |                                  | —             | 2:16 PM                                | —     | —    | —   | —      | —     |
| Daily total         |                       |                                  |               |                                        | 07:46 | —    | —   | —      | 07:46 |
| Fri, Sep 18         |                       |                                  |               |                                        | 07:50 | —    | —   | —      | 07:50 |
| Details             |                       |                                  |               |                                        | Start | Stop |     |        |       |
|                     | Location 0-002 - YARD | Cost code 0-999 - Administration | 6:04 AM       | 10:04 AM                               | 04:00 | —    | —   | —      | 04:00 |
|                     | Location 0-002 - YARD | Cost code 0-999 - Administration | 10:31 AM      | 2:21 PM                                | 03:50 | —    | —   | —      | 03:50 |
| Daily total         |                       |                                  |               |                                        | 07:50 | —    | —   | —      | 07:50 |

**Figure 8 | Timecard\_Exceptions.png** Exceptions are labeled on the day they happened. Here, Thursday has a record missing its start time, location, and cost code.

## Timesheet employees

Timesheet employees show one Hours value per record instead of start and stop times. Their Reg, OT, and OT2 split is still worked out by your pay policy.

Timeframe

Previous pay period

<

Sep 13 - Sep 19, 2026

>

View

All employees

Search employee, location or cost code

Add time

Collapse all

EW

Emily Wen

00-0005

Timesheet

40:00

—

—

—

40:00

Mon, Sep 14

08:00

—

—

—

08:00

Details

Hours

Location

3-292 - Caswell Building

Cost code

0-600 - Project Management

04:00

04:00

—

—

—

04:00

Location

0-001 - OFFICE

Cost code

0-999 - Administration

04:00

04:00

—

—

—

04:00

Daily total

08:00

—

—

—

08:00

Tue, Sep 15

08:00

—

—

—

08:00

Details

Hours

Location

0-001 - OFFICE

Cost code

0-999 - Administration

04:00

04:00

—

—

—

04:00

Location

3-292 - Caswell Building

Cost code

0-600 - Project Management

04:00

04:00

—

—

—

04:00

Daily total

08:00

—

—

—

08:00

Wed, Sep 16

08:00

—

—

—

08:00

Details

Hours

Location

3-292 - Caswell Building

Cost code

0-600 - Project Management

04:00

04:00

—

—

—

04:00

Location

0-001 - OFFICE

Cost code

0-999 - Administration

04:00

04:00

—

—

—

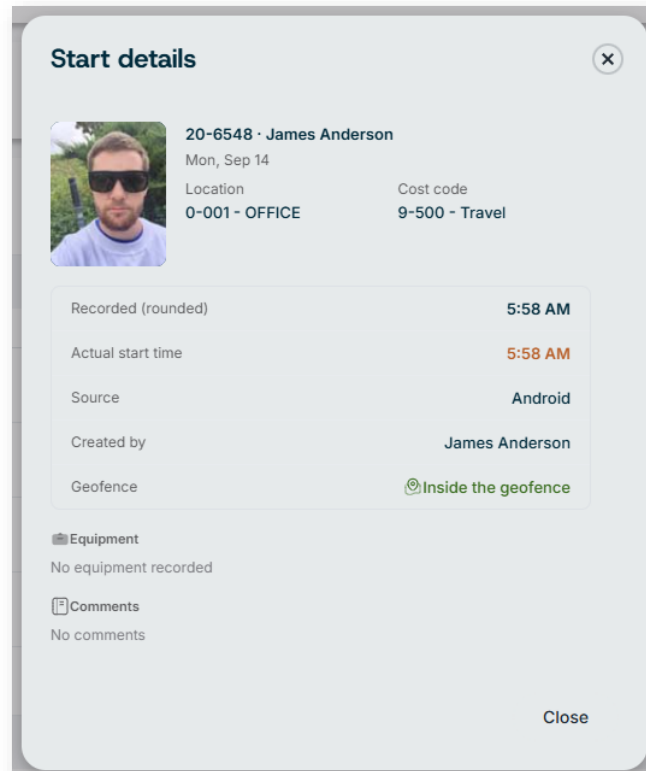
04:00

**Figure 9 | Timesheet\_Expanded.png** A timesheet employee. Select the hours to see the details behind them.

## Punch details

Select the icon beside any start or stop time to open the details behind that punch, without leaving the page:

- The verification photo, marked Face verified when a photo was captured.
- The employee, date, location, and cost code.
- The recorded time after rounding, and the actual time the employee punched.
- Where the punch came from and who created it, for example Photo kiosk or the mobile app.
- The geofence result, such as Inside the geofence, or Outside the geofence and by how many miles.
- Any equipment and comments recorded with it.



**Figure 10 | Start\_Details.png** Start details for a punch, including the verification photo, rounding, source, and geofence result.

## Timesheet details

For timesheet employees, select the hours value to see the hours entered, how the pay policy split them into Reg, OT, and OT2, and who entered them and when.

Timesheet details

TIMESHEET

00-0005 · Emily Wen

Mon, Sep 14

Location

3-292 - Caswell Building

Cost code

0-600 - Project Management

Hours entered

04:00

Reg (policy)

04:00

OT / OT2 (policy)

00:00 · 00:00

Entered by

Emily Wen

Entered on

Sep 15, 2026 7:03 AM

Equipment

No equipment recorded

Comments

No comments

Close

**Figure 11 | Timesheet\_Details.png** Timesheet details.

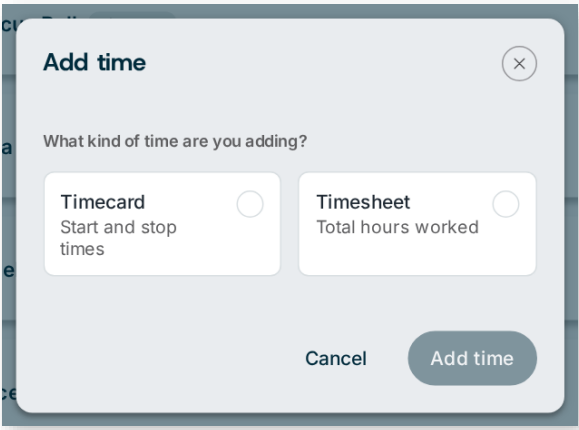
## 4. Adding Time

There are three ways to add time, depending on where you start. Adding time from the top of the page or from a day uses the same add time form, and meal breaks have their own window. All three recalculate Reg, OT, and OT2 from your pay policy when you save.

| Start from                                  | Use it when                                                                                               | What is filled in for you                                                                                    |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Add time, at the top of the page</b>     | You are adding the same time for one employee or a whole group, the work you do on Bulk Time Entry today. | Nothing. You choose the type of time, the employees, and the date.                                           |
| <b>The plus sign on a day</b>               | You are looking at one employee and want to add a record to that day.                                     | The employee, the date, and the type of time.                                                                |
| <b>Add meal break, beside the plus sign</b> | A day is missing a meal break, or you need to record one.                                                 | The employee, the date, and a cost code of Meal Break, which is locked. You set the start time and duration. |

### Adding time for one or many employees

**Step 1.** Select Add time at the top of the page and choose what kind of time you are adding: Timecard for start and stop times, or Timesheet for total hours worked. Then select Add time to continue.



*Figure 12 | Add\_Time\_Type.png Choose the kind of time first, so the form asks for the right details.*

**Step 2.** Choose the employees. The list only shows employees who use the type of time you picked, so a timesheet employee cannot be given punch times by mistake. Select as many as you need.

**Step 3.** Fill in the details and select Add time.

| Field                           | What to know                                                                                                                                                                                                                   |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>                     | Required. Any date in the timeframe you have selected.                                                                                                                                                                         |
| <b>Start (timecard)</b>         | Required. The start time for the record.                                                                                                                                                                                       |
| <b>Add stop time (timecard)</b> | Optional. Turn it on to enter a stop date and stop time. A note in the form reminds you that a record saved without a stop time stays open: the employee's next entry on the mobile clock, or a stop you add later, closes it. |

| Field                           | What to know                                           |
|---------------------------------|--------------------------------------------------------|
| <b>Hours worked (timesheet)</b> | Required. The total hours for the record.              |
| <b>Location and cost code</b>   | Required. Chosen from your existing Arcoro Time lists. |
| <b>Equipment</b>                | Optional. Select one or more pieces of equipment.      |
| <b>Comments</b>                 | Optional. A note that stays with the record.           |

**Add timecard details** [X]

Employees 0 employees selected

Select employees

Date \* -Select Value- v Start \* h:mm aa [Clock Icon]

☐ Add stop time

Saved without a stop time, this record stays open. The employee's next entry on the mobile clock, or a stop you add later, closes it.

Location \* Select a location v

Cost code \* Select a cost code v

Equipment Select equipment

Shift and pay code

Cancel Add time

**Figure 13 | Add\_Timecard\_Details.png** Add timecard details. Date, start, location, and cost code are required.

**Add timesheet details**

Employees 0 employees selected

Select employees

Date: Tue, Jun 16      Hours worked: 8

Location: Select location

Cost code: Select cost code

Equipment Optional: Select equipment

Comments: Add a note about this time record

Reg, OT and OT2 hours are calculated automatically by your pay policy

Cancel      Add time

**Figure 14 | Add\_Timesheet\_Details.png** Add timesheet details. Enter hours worked instead of start and stop times.

## Adding time from a day

Inside an employee, the plus sign on a day header opens the same add time form with that employee and date already set.

## Adding a meal break

Adding a manual meal break is new with Unified Time Cards. Select **Add meal break**, the button beside the plus sign on a day header, and the Add meal break details window opens with the employee, the date, and a cost code of Meal Break already set. The cost code is locked.

### What is new with manual meal breaks

- You can now set a **start time** and a **duration** for a manual meal break.
- When you add a meal break to a day that already has time records, the break splits the record it falls in. Work resumes at the end of the break on the same job, location, and cost code the employee was working on.

| Field                     | What to know                                                                   |
|---------------------------|--------------------------------------------------------------------------------|
| <b>Employee</b>           | Filled in for you, with the employee's Timecard tag.                           |
| <b>Date</b>               | Required. Filled in with the day you started from, and can be changed.         |
| <b>Start</b>              | Required. The time the meal break begins.                                      |
| <b>Duration (minutes)</b> | Required. The length of the break. It starts at 30 minutes and can be changed. |



Add meal break details

Alan Carson

Timecard

Date \*

Mon, Sep 28

Start \*

12:00 PM

Duration (minutes) \*

30

Location \*

2-227 - Amistosa

Cost code \*

Meal Break

Comments

The break splits the record it falls in. Work resumes at the end of the break on the same job, location and cost code.

Cancel

Add meal break

**Figure 17 | Meal\_Break\_Adding.png** Adding a 30 minute meal break at 12:00 PM.

**After.** The break splits the original record into three: work from 8:00 AM to 12:00 PM, the Meal Break from 12:00 PM to 12:30 PM, and work resuming from 12:30 PM to 5:01 PM on the same location and cost code. The 30 minutes show as Unpaid, the pay policy recalculates the day to 08:00 Reg and 00:31 OT, and the daily total becomes 08:31.

|             |                  |            |          |  |          |          |       |       |       |
|-------------|------------------|------------|----------|--|----------|----------|-------|-------|-------|
| AC          | Alan Carson      | 50-6585    | Timecard |  | 08:00    | 00:31    | —     | 00:30 | 08:31 |
| Mon, Sep 28 |                  |            |          |  | 08:00    | 00:31    | —     | 00:30 | 08:31 |
| Details     |                  |            |          |  | Start    | Stop     |       |       |       |
|             | Location         | Cost code  |          |  | 8:00 AM  | 12:00 PM | 04:00 | —     | 04:00 |
|             | 2-227 - Amistosa | In         |          |  |          |          |       |       |       |
|             | Location         | Cost code  |          |  | 12:00 PM | 12:30 PM | —     | —     | —     |
|             | 2-227 - Amistosa | Meal Break |          |  |          |          |       | 00:30 | —     |
|             | Location         | Cost code  |          |  | 12:30 PM | 5:01 PM  | 04:00 | 00:31 | 04:31 |
|             | 2-227 - Amistosa | In         |          |  |          |          |       |       |       |
| Daily total |                  |            |          |  |          |          | 08:00 | 00:31 | 08:31 |

**Figure 18 | Meal\_Break\_After.png** After. The meal break splits the record, work resumes at 12:30 PM, and the 30 minutes are counted as Unpaid.

## 5. Editing and Correcting Time

Select Edit on any row to change that record. The edit window shows the same fields as adding time, filled in with what is on the record now. Select Save changes and the row, the daily total, and the employee's totals all update straight away.

**Edit timecard for Alan Carson**

Date \* Mon, Sep 21 Start \* 5:58 AM

☒ Add stop time

Stop date \* Mon, Sep 21 Stop \* 7:14 AM

Location \* 0-001 - OFFICE

Cost code \* 9-500 - Travel

Equipment Select equipment

☐ Shift and pay code

Comments

Cancel Save changes

**Figure 19 | Edit\_Timecard.png** Editing a timecard record. Reg, OT, and OT2 are recalculated from your pay policy when you save.

| To do this                                                  | Do this                                                                                                          |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Change times or hours                                       | Select Edit, change Start and Stop, or Hours worked for a timesheet, and save.                                   |
| Move a record to another day                                | Select Edit and choose a different Date. The record moves to that day when you save.                             |
| Change location, cost code, equipment, or comments          | Select Edit, make the change, and save.                                                                          |
| Fix a missing stop time, start time, location, or cost code | Select Edit on that record, fill in what is missing, and save. The exception clears once the record is complete. |

| To do this                         | Do this                                 |
|------------------------------------|-----------------------------------------|
| <b>Remove a record</b>             | Select Delete on the row.               |
| <b>Rerun the hours calculation</b> | Select Recalculate on the employee row. |

### Worth flagging

- Reg, OT, and OT2 are never typed in. They are calculated by your pay policy whenever time is added or changed, and a note in every add and edit window says so.
- When you add time from the top of the page, the employee list only includes employees of the type you chose, Timecard or Timesheet.
- A timecard record can be saved without a stop time. It stays open until the employee's next entry on the mobile clock or until you add a stop.
- Add meal break is not offered for employees on an auto lunch policy.
- Auto lunch rows can be edited, but they have no punch details to open.
- Approvals, custom fields, mobile form responses, the Field Notes quick link, and Quick Print and Quick Email are not on this page yet. Use the classic pages for those. See What stays on the classic pages.

# 6. Views and the View Manager

A view is a saved way of looking at the employee list. It decides who is included and how they are organized. Each administrator can switch views from the View picker at the top of the page, and create or change views in the View manager.

| What is changing                                                                                                                                                                               | What is staying the same                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Group the list by up to two levels, for example by crew and then by location. Each group shows how many people it holds and their total hours.</li></ul> | <ul style="list-style-type: none"><li>All employees remains the built in default view, and it cannot be edited or deleted.</li></ul> |
| <ul style="list-style-type: none"><li>Filter the list to specific values, for example only field employees, or only one location group.</li></ul>                                              | <ul style="list-style-type: none"><li>A filter with no values selected includes everyone.</li></ul>                                  |
| <ul style="list-style-type: none"><li>Sort the list by up to two variables, A to Z or Z to A.</li></ul>                                                                                        | <ul style="list-style-type: none"><li>Search still works on top of any view.</li></ul>                                               |
| <ul style="list-style-type: none"><li>Mark any view as your default, so the page opens on it.</li></ul>                                                                                        | <ul style="list-style-type: none"><li>Only one view is the default at a time. Choosing a new default replaces the old one.</li></ul> |

## The All employees view

The system comes with **All employees** as the default view. It includes everyone in the selected timeframe, sorted by employee. Because it is a system view, it cannot be edited or deleted. Create your own views based on the criteria you need, and make one of them your default if you want the page to open on it.

## What you can group, filter, and sort by

| Variable          | Groups or filters by                                                                             |
|-------------------|--------------------------------------------------------------------------------------------------|
| Employee          | Individual employees.                                                                            |
| Employee category | For example Field, Supervisor, or Salaried.                                                      |
| Employee group    | Your crews or groups, for example Crew A Framing.                                                |
| Location          | The location where time was recorded.                                                            |
| Location group    | Groups of locations, for example Downtown projects or Outlying sites.                            |
| Job               | The job time was recorded against.                                                               |
| Cost code         | The cost code time was recorded against.                                                         |
| Time entries      | Whether the employee has time in the selected timeframe. Useful for finding people with no time. |

## The View manager

Open it from Manage views at the bottom of the View picker. It lists every view with its grouping, filters, sort, and notes. Search the list, filter any column, or select Add to create a new view.

Group and filter your timecards and timesheets by employee, employee group, employee category, location, location group, job, or cost code.

| <div><div><div><div></div></div><div>Search name, grouping, filters</div></div><div>Add</div></div>                                    |                      |                          |                       |            |                                                |  |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|-----------------------|------------|------------------------------------------------|--|
| Actions                                                                                                                                | Name                 | Grouping                 | Filters               | Sort       | Notes                                          |  |
| <div><div></div></div>                                                                                                                 | All employees        | Default                  | —                     | Employee ↑ | Everyone in the pay period                     |  |
| <div><div></div></div>                                                                                                                 | Field crews by group | Employee group, Location | Employee category (1) | Employee ↑ | Field employees grouped by crew, then location |  |
| <div><div><div><div></div></div><div>1</div><div><div></div></div></div><div>25 items per page</div></div> <div>1 - 2 of 2 items</div> |                      |                          |                       |            |                                                |  |

**Figure 21 | View\_Manager.png** The View manager, listing the built in default and a saved view.

## Creating a view

**Step 1.** Select Add. Give the view a name, and add notes if it helps your team know what it is for. Turn on Default view if you want the page to open on it.

**Step 2.** Select Add grouping and choose up to two variables. The first is the outer group and the second sits inside it.

**Step 3.** Select Add filter, choose a variable, and pick the values to include.

**Step 4.** Select Add sort and choose the order, A to Z or Z to A. Then select Save view.

New view

Name \*

Field crews by group

Default view

Notes

Field employees grouped by crew, then location

Grouping

1 Employee group

2 Location

Filters

Employee category

Field

Add filter

Sort

1 Employee

A-Z

Add sort

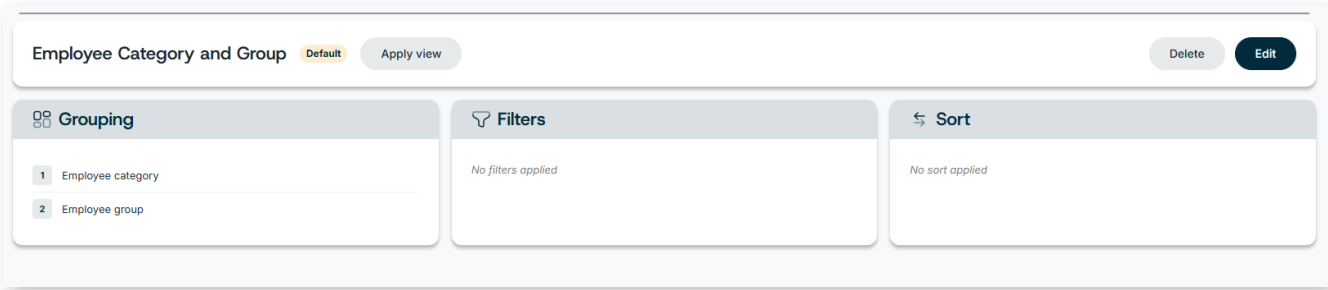
Cancel

Save view

**Figure 22 | New\_View.png** A new view grouped by employee group then location, filtered to field employees, sorted by employee.

## Viewing, applying, and changing a view

Select the eye icon on any view to see its grouping, filters, and sort on one screen. From there, Apply view takes you back to Timecards (Unified) with that view in place, Edit opens it for changes, and Delete removes it. If the current custom default view is deleted, the All employees system view becomes the default view again.



**Figure 23 | View\_Details.png** A saved default view, Employee Category and Group, grouped by employee category and then by employee group, ready to apply.

This screenshot shows the 'Employee Category and Group' view applied to a timecard list. The interface includes a top navigation bar with a 'Timeframe' dropdown set to 'Current pay period', a date range 'Sep 20 - Sep 26, 2026', a 'View' dropdown set to 'Employee Category and Group', and a search bar. Below the navigation bar, there is an 'Expand all' link and a table with columns: Reg, OT, OT2, Unpaid, and Total. The table is grouped by employee category and then by employee group. The groups are: Mechanical (8 employees, Total 122:38), James Crew (4 employees, Total 64:06), Unassigned (1 employee, Total 15:41), and Burkes Crew (2 employees, Total 31:02). Each group contains individual employee rows with their initials, name, ID, and a 'Timecard' link. The individual rows show a 'Reg' column with a clock icon and a time value, and the 'Total' column with a time value.

|                                             | Reg   | OT | OT2 | Unpaid | Total        |
|---------------------------------------------|-------|----|-----|--------|--------------|
| <b>Mechanical</b> 8 employees               |       |    |     |        | Total 122:38 |
| <b>James Crew</b> 4 employees               |       |    |     |        | Total 64:06  |
| > <b>AC</b> Alan Carson 50-6585 Timecard    | 16:02 | —  | —   | —      | 16:02        |
| > <b>DM</b> David Moore 50-8832 Timecard    | 16:01 | —  | —   | —      | 16:01        |
| > <b>EM</b> Edgar Martinez 50-6599 Timecard | 16:01 | —  | —   | —      | 16:01        |
| > <b>GN</b> Gary Norton 50-7777 Timecard    | 16:02 | —  | —   | —      | 16:02        |
| <b>Unassigned</b> 1 employee                |       |    |     |        | Total 15:41  |
| > <b>CB</b> Charles Baker 50-4612 Timecard  | 15:41 | —  | —   | —      | 15:41        |
| <b>Burkes Crew</b> 2 employees              |       |    |     |        | Total 31:02  |
| > <b>JP</b> Jason Parker 50-2657 Timecard   | 14:58 | —  | —   | —      | 14:58        |

**Figure 24 | View\_Applied.png** The same view applied. Employees are grouped by employee category, then by employee group, with the number of employees and total hours on each group.

# What Stays on the Classic Pages

---

Unified Time Cards is the first release of the unified time management experience, and it does not yet include everything your team can do on the classic pages. The workflows below remain available only on the classic Timecards, Timesheets, and Bulk Time Entry pages for now.

| Workflow                                  | Where to do it today                    |
|-------------------------------------------|-----------------------------------------|
| Mobile Form Responses and the form editor | Classic Timecards and Timesheets pages. |
| Custom Fields on time cards               | Classic Timecards and Timesheets pages. |
| Field Notes quick link                    | Classic Timecards and Timesheets pages. |
| Pay period or daily approvals             | Classic Timecards and Timesheets pages. |
| Quick Print and Quick Email               | Classic Timecards and Timesheets pages. |

This is why the classic pages stay fully functional through January 15, 2027. Your team can use Unified Time Cards for day to day time management and continue to rely on the classic pages for these workflows. Arcoro will keep closing the gap based on customer feedback and the most commonly used features and workflows.

## Two things worth telling your administrators before the date

- Nothing is being switched off. Every page and workflow your team uses today keeps working, side by side with Unified Time Cards, through January 15, 2027.
- Approvals stay where they are for now. If your process is to review time and then approve it, review and correct in Unified Time Cards and approve on the classic pages until approvals move over.

# Questions and Support

---

Your Arcoro contact is the fastest route for anything about your enablement date or your configuration. For issues after enablement, use the Support link in your navigation. If your team finds a workflow they need that is not yet on Unified Time Cards, tell us. That feedback shapes what moves over next.

*Arcoro is built for construction. Unified Time Cards is about giving your administrators back the time they spend moving between pages, so your team can stay focused on the work at the jobsite.*