

Ideas:
Punch Buddy: [Buddy Punch Account Setup](#)

←

↺

🏠

🔒

https://app.buddypunch.com/Account/Customize

🔍

☆

🔗

📧

📅

📌

🔖

🔧

🔑

🔒

🔗

🔍

🕒

Buddy Punch

✓

Enter Details

✓

Setup Pay Periods

3

Customize

4

Add Employees

5

Select Features

How would you like your employees to punch in?

You can select more than one and change your selections at anytime.

👤

Username & Password

🔒

4 Digit Pin

📄

QR Codes

👤

Facial Recognition

?

I'm not sure yet

What type of devices will your employees be using to punch in?

You can select more than one and change your selections at anytime.

💻

Desktop/Laptop

📱

Mobile

📺

Tablet

?

I'm not sure yet

Previous

Eric from Buddy Punch

Would you like us to enter your employees for you? Fill out the!

Next step

🕒

Buddy Punch

✓

Enter Details

✓

Setup Pay Periods

✓

Customize

4

Add Employees

5

Select Features

In order for your employees to punch in and out, you'll need to add them.

You can add your employees later by clicking on 'Next Step' below.

First Name

Last Name

Email Address

☐ Use my email ☒ Send a welcome email to the employee

Username

☐ Use My Email

Password

bjLHcT

Add Employee

Your Employees

You will be able to make changes to your employees after you finish your account setup.

First Name

Last Name

Saiful

Bhuiyan

Previous

Skip

Eric from Buddy Punch

Next step

Apps to Build Page 1

What features are you most interested in using?

You can select more than one and change your selections at anytime.

<input checked="" type="checkbox"/> Punch Time Clock	<input type="checkbox"/> Scheduling
<input type="checkbox"/> Time Off	<input type="checkbox"/> Job Codes/Project Tracking
<input type="checkbox"/> GPS on Punches	<input type="checkbox"/> GPS Tracking During Shifts
<input type="checkbox"/> Alerts & Notifications	<input type="checkbox"/> Limit when/where an employee can punch
<input type="checkbox"/> Pay Employees with Buddy Punch Payroll	<input checked="" type="checkbox"/> Time Card Approvals
<input type="checkbox"/> Manual Timesheet Entry	<input type="checkbox"/> Single Sign On (SSO) & API

← ↻ 🔍 https://app.buddypunch.com

Buddy Punch 🔍 Search Employees Support STRITS TAX

Dashboard Timecards Schedule Employees Reports Settings

Today's Schedule

Times in Eastern Time (US & Canada)

No one is scheduled to work today

[Make a schedule](#)

Punched In

Welcome to Buddy Punch!

Hi STRITS,

Right now you're signed in as an **Administrator**. Administrators can't punch in or out, but Employees/Managers can (don't worry, administrators are not counted for billing purposes). If you haven't setup any employees yet, head to the "Employees" section in the top navigation.

After your employees login and start doing some punching, your dashboard will update with Who's Punched In, Punched Out, and any Pending Approvals. Then, at the end of your pay period you can login to export your time for payroll.

That's it! Let us know if you have any questions, we are happy to help with setup on any of our other features (like GPS, Punch Rounding, PTO Accruals, Job Codes, Time Card Approvals, etc).

Write a reply...

Pending Approval

Punches (0) Time Off (0)

No pending punches

[Punch employees in](#)

Off Scheduled

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← ↻ 🔍 https://app.buddypunch.com

Buddy Punch

Dashboard Timecards Schedule Employees Reports Settings

Today's

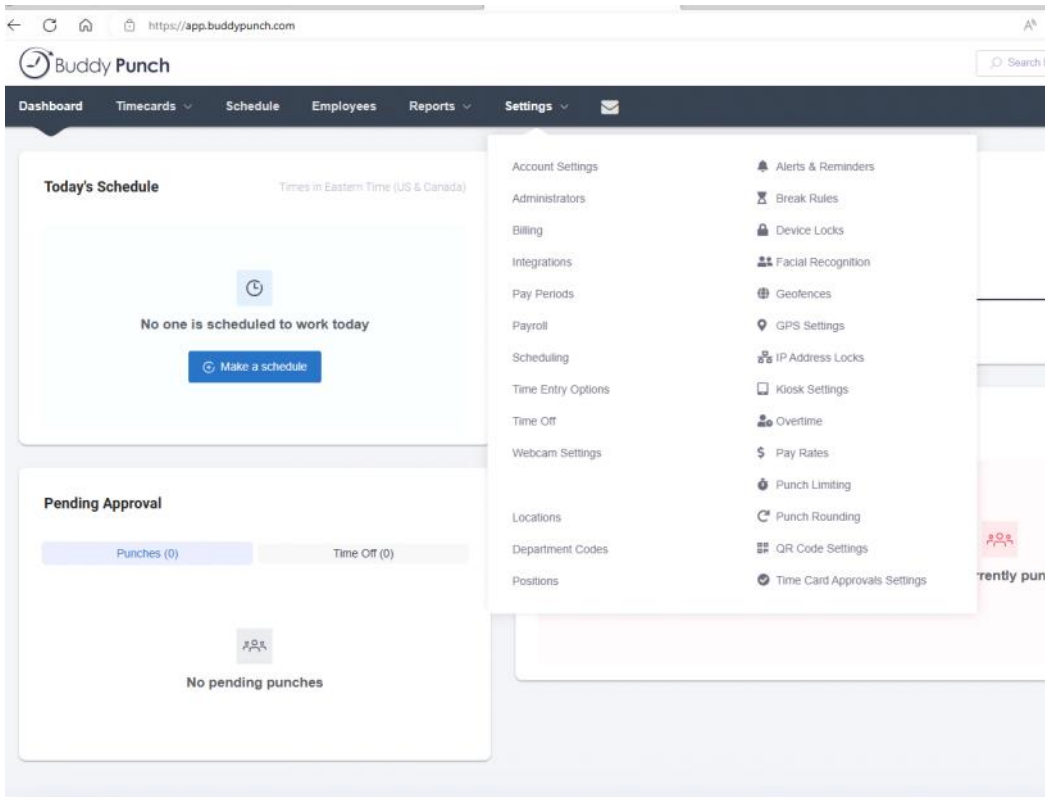
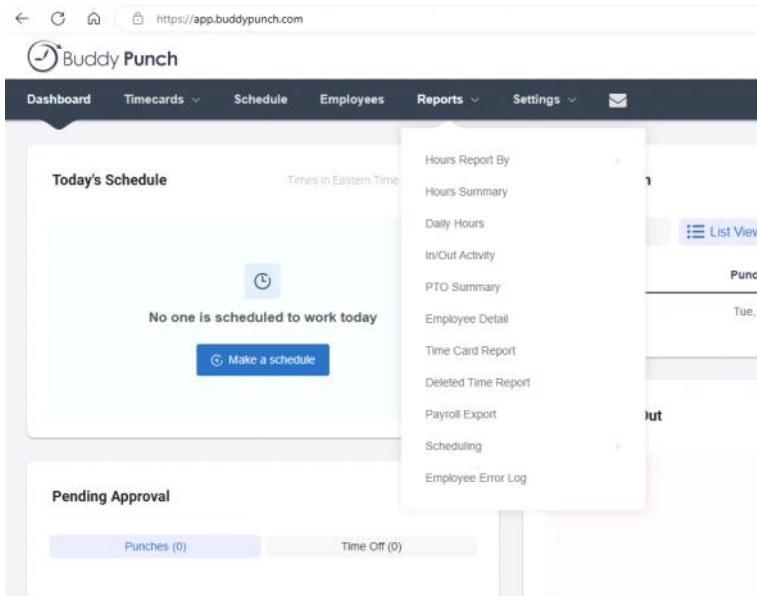
View All
Time Off Calendar

No one is scheduled to work today

Punched In

Map View List View

Employee	Punched In
Saiful Bhuiyan	Tue, Dec 26 - 10:09 PM



Add a New IP Address Lock

Your current IP Address is: 108.30.159.160

IP Address

☒ Active

Select the employees assigned to this IP Address Lock. An employee may be assigned multiple IP Addresses.

☐ All

☐ Saiful Bhuiyan

Save Cancel

Buddy Punch can record the GPS location when your employees punch in, out, and during shift.

GPS Coordinates are reported by the device that your employees are using. Note that desktops, laptops, and tablets typically will not have a GPS receiver. Therefore the GPS locations reported by a phone or any device with a GPS receiver are expected to be much more accurate. Buddy Punch merely reports on coordinates that each device reports and cannot be responsible for the accuracy of the data.

GPS Settings

☒ Allow GPS on Punches

☒ Allow GPS Tracking During Shifts

Employee Name	GPS on Punches			GPS Tracking During Shifts	
	Select All	Select All	Select All	Select All	Select All
Saiful Bhuiyan	Off	Optional	Required	Off	On

Save Cancel

Current Plan

All prices in USD (local taxes may apply)

Next billing date: 1/9/2024

Enterprise 📌

\$11.99

per user/per month

+ \$19.00 base fee per month
Unlimited Administrators

Paid Annually

Change Plan

Payroll

* Time automatically populated
* Unlimited payroll runs
* Direct deposit & paper checks
* Automated payroll tax payments & filings
* Employee self-onboarding & e-sign payroll forms

+ Add Payroll

Pause Account

Cancel Account

Billing

Add a Credit Card

Email receipts will go to: strixtax@gmail.com [Change](#)

Your trial will end on 1/9/2024. Please enter your credit card information before your trial expires to avoid having your account deactivated.



Save Cancel

Alerts & Reminders MESSAGE LOG

Displaying 1 to 8 of 8 records

Employee Side:

 <https://app.buddypunch.com/Account/Login>



saif.bhuiyan

Password

[Login](#)

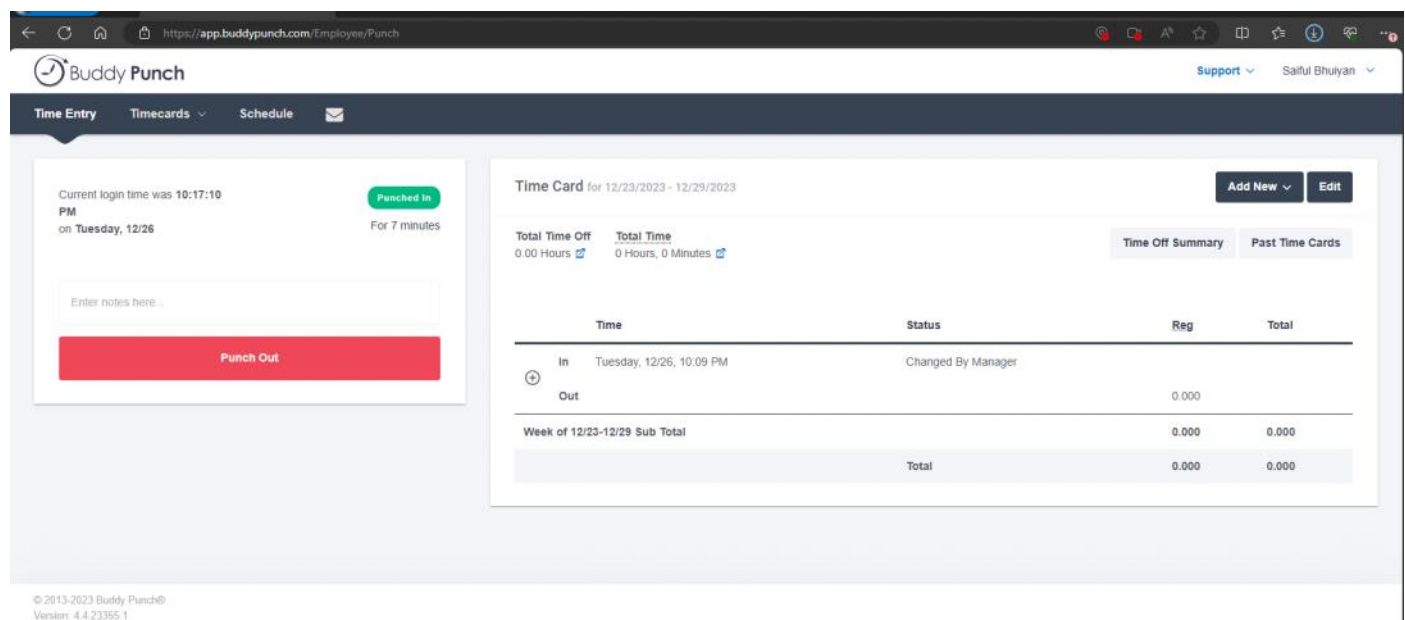
[Need Help?](#)

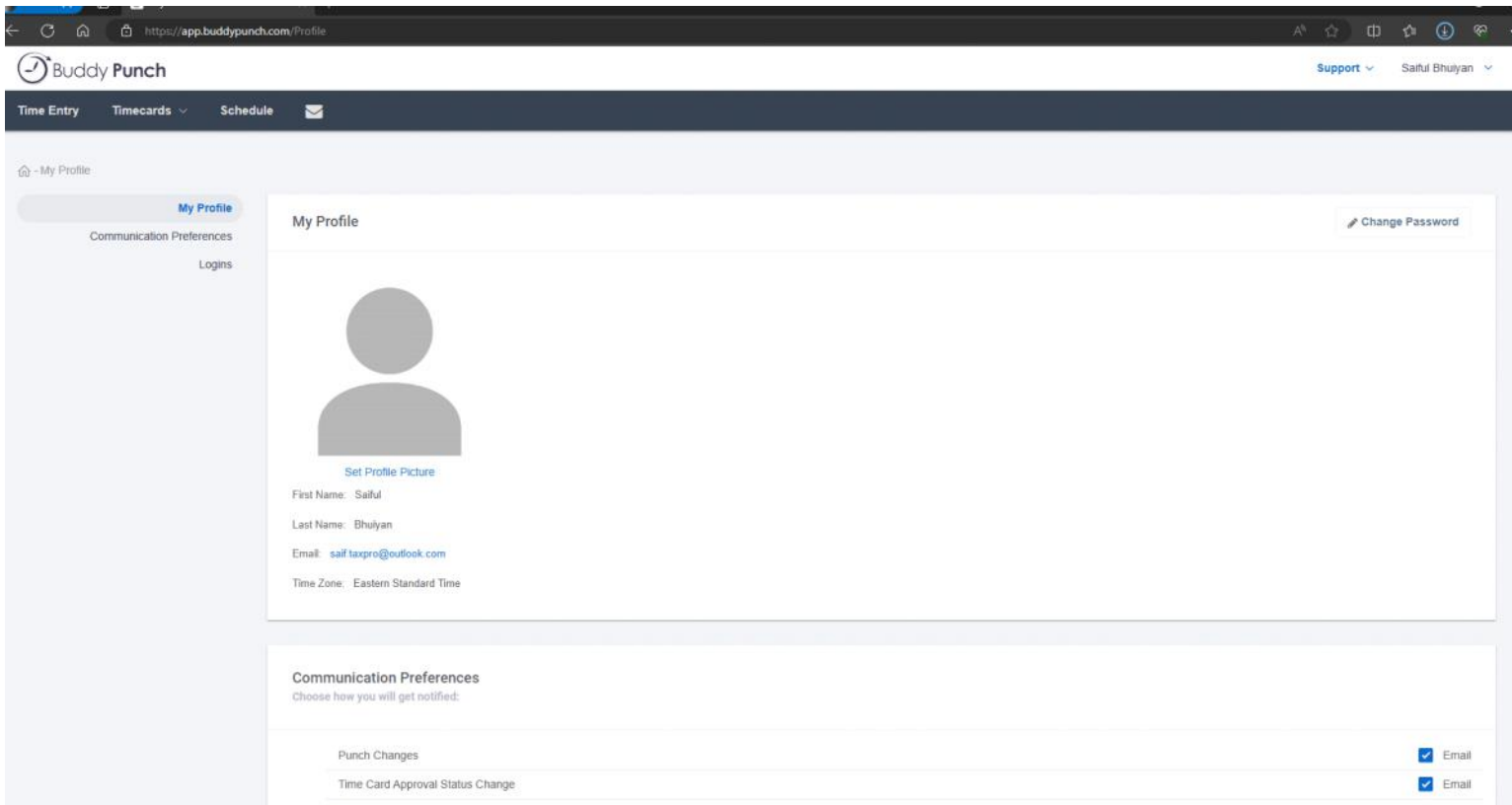
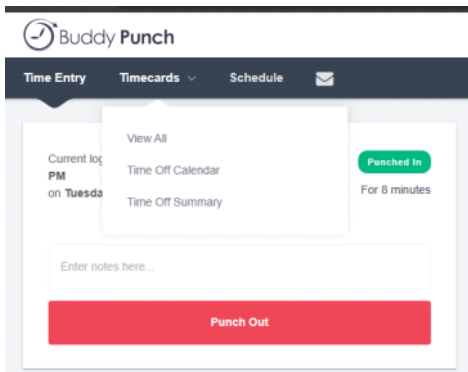
or



Sign in with Intuit

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My Profile

Communication Preferences

Logins

Communication Preferences

Choose how you will get notified:

Punch Changes	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Time Card Approval Status Change	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Time Off Changes	<input type="checkbox"/> Push	<input type="checkbox"/> Email

Alerts:

Overtime	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Early In	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Late In	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Early Out	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Late Out	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Missed In	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Missed Out	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Punch In (No Shift Used)	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email

Reminders:

Shift Start	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Shift End	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Punch In	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Punch Out	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email
Submit Time Card	<input checked="" type="checkbox"/> Push	<input checked="" type="checkbox"/> Email

Update Communication Preferences