



Berry Acres Agricultural  
752 Loomis Trail Rd  
Lynden, WA 98264

Phone: 360-354-1134  
FAX: 360-354-0593  
email: lynette@berryacres.com

---

Berry Acres uses an electronic timecard system called Buddy Punch.

Your username is the email you provided for orientation.

Your password is the first four letters of your last name and the last four digits of your social security number (ie if your name is Berry Acres and your social security # is 360-35-1134 your password would be: acre1134). Once you log on the first time you will be able to change your password.

Paychecks are issued bi-weekly (every other week). Your paycheck will be mailed to you on the Thursday of the payroll week. The pay periods are two weeks (Monday through Sunday). Please make sure that any necessary time edits are made by 10:00pm the second Sunday of the pay period (see pay period end dates below). Any changes to your time for the previous pay period after 10:00pm on that Sunday will require that you email me or call me to get the time adjusted.

Upcoming pay period end dates are:

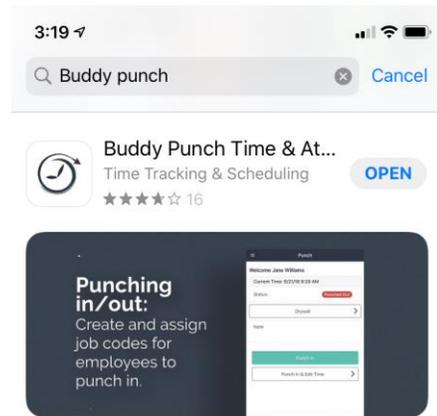
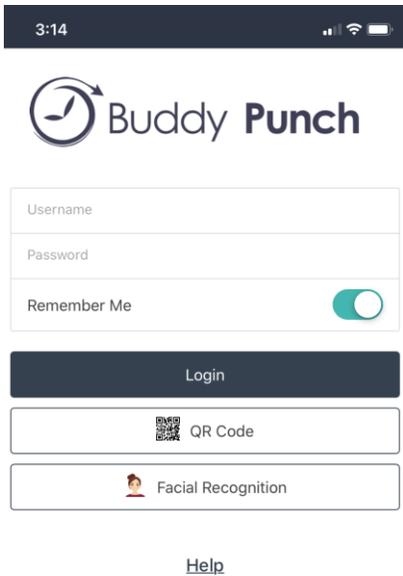
6/20/21, 7/4/21, 7/18/21, 8/1/21, 8/15/21, 8/29/21

Please log onto [www.app.buddypunch.com](http://www.app.buddypunch.com) or download the app on your smart phone. There are apps for both android and iphone users. If you do not have a smart phone, you will need to log into the buddy punch website when you get home to input your time.

If you have any questions, please let me know.

Thank you!

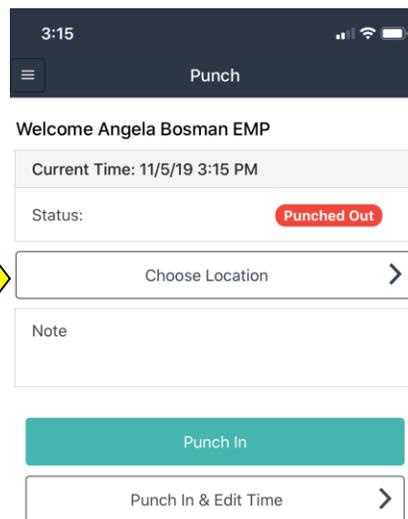
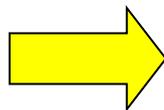
Lynette Bons



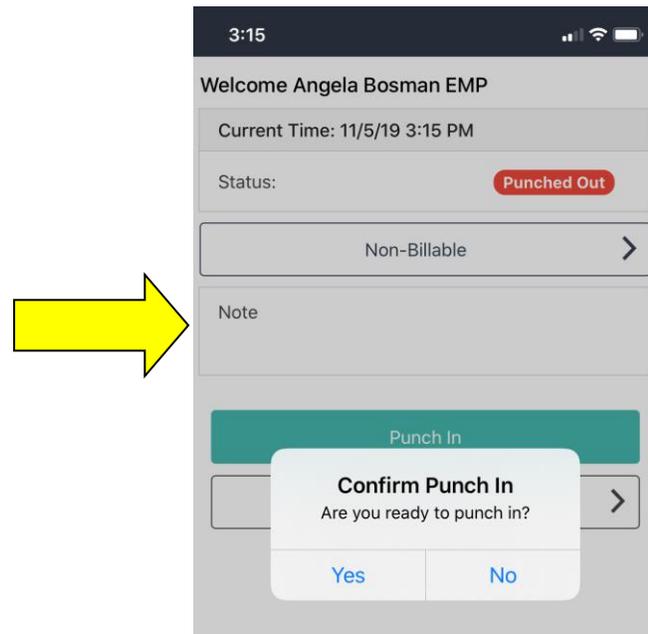
On an iPhone, go to the App Store and download the Buddy Punch App. On a droid, go to the Google Play Store and download the Buddy Punch App.

Once the App is downloaded, log on. Use the email username and password given to you.

When you log on, it will automatically open to the punch in/punch out screen. If you are assigned to multiple locations, you will have to choose one, if not it will automatically be chosen.

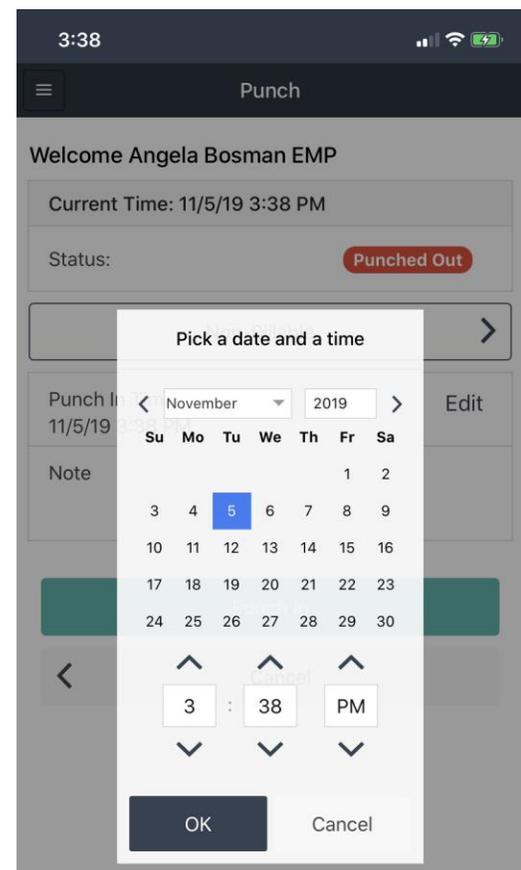


If you need to enter any notes please do so in the field indicated here.



If you forgot to punch in when your shift started, choose **PUNCH IN & EDIT TIME**. Use the arrows to enter the time you started. Please round to the nearest quarter hour, i.e. 9:00, 9:15, 9:30, 9:45, 10:00, and also include a note explaining why you did not punch in on time.

If you enter a start or end time this way, it will need to be approved by a manager or administrator. The system alerts the administrator that this time needs to be approved. You do not need to do anything else.



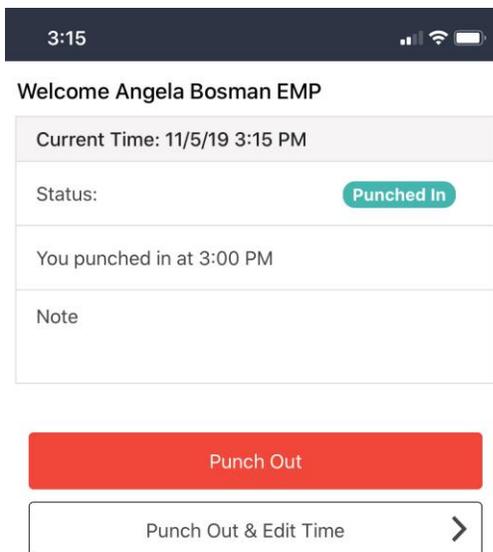
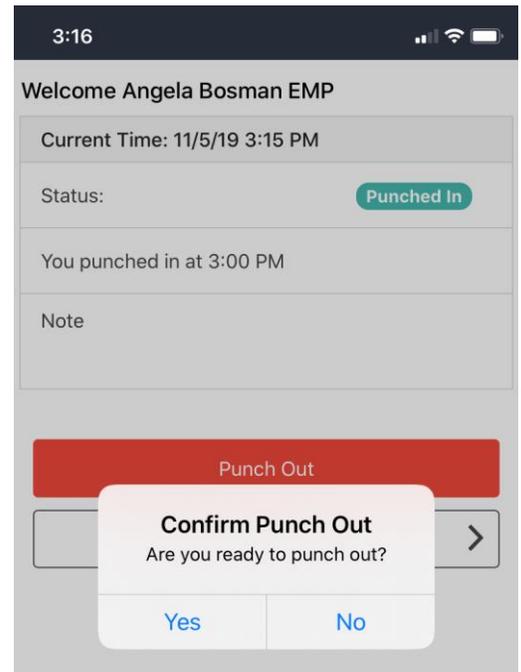
Please do not punch in until your shift is scheduled to start. i.e. if you get to the farm at 8:30 for your 9:00 shift, do not punch in at 8:30. Wait until your shift starts to punch in.

If you are required to start work before your scheduled shift start, please include a note with your punch. If you punch in early and do not include a note, your start time will be changed to your shift start.

Once you are successfully punched in, you should see a confirmation on the punch in screen.

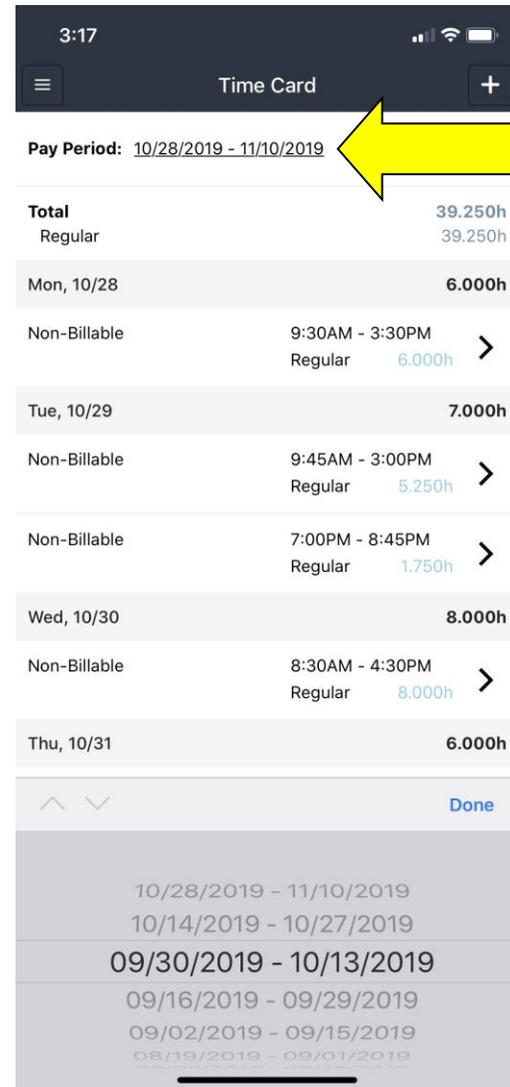
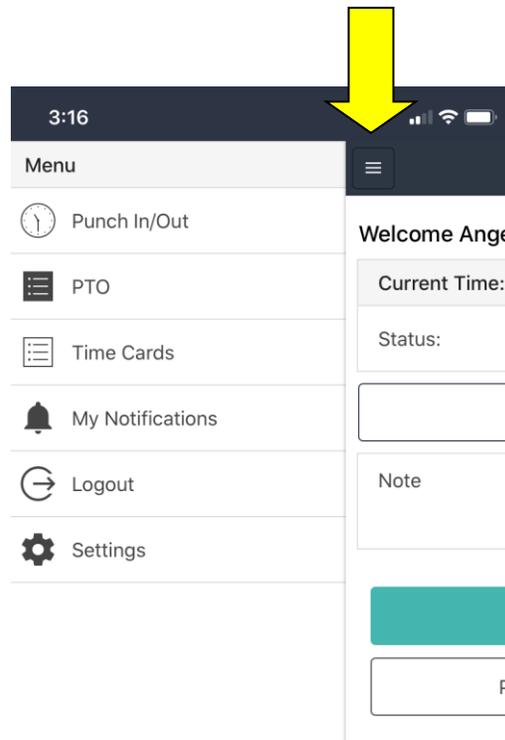
If you change locations during a day, you need to punch in and out and change the location. i.e. If you are working on the farm and are heading to the plant to work there you will need to punch out of Ag, and add an in punch with the location as DVB Processing or Active Berry Packers.

At the end of your shift, please click the red PUNCH OUT icon. You will also need to CONFIRM PUNCH OUT.



If you do not punch out, the system will automatically punch you out after 16 hours. You will receive an email notifying you that the system automatically punched you out. You need to log on and edit the punch out time, and include a note explaining why you did not punch out on time.

By clicking on the menu icon, you can access your current and previous timecards. To access previous pay periods, click on the PAY PERIOD to change. Then you can scroll through and select the pay period you wish to see.



The system automatically deducts 30 minutes for a lunch break. If you work through lunch, please change the break time from 30 minutes to 0 minutes and include a note that explains why you didn't get a lunch break. If you do not include a note, your request for 'no break' will be denied and you will not be paid for that time.

2:08

< Back Punch Details

Punch In

Wed, 10/30 8:30AM >  
Non-Billable

Break

Time Recorded (0.500h) >

Punch Out

Wed, 10/30 4:30PM >

---

Total 7.500h  
Regular 7.500h

2:08

Edit Break

Break Time in Minutes

30

Save

< Cancel

2:08

< Back Punch Details

Punch In

Wed, 10/30 8:30AM >  
Non-Billable

Break

Add (0.000h) >

Time Recorded

Punch Out

Wed, 10/30 4:30PM >

---

Total 8.000h  
Regular 8.000h

2:08

Edit Break

Break Time in Minutes

0

Save

< Cancel

If you have any questions, please ask Lynette.  
Thank you!