



User Guide

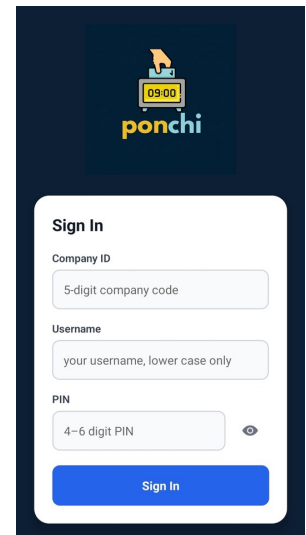
Time clock & scheduling for your team

app.ponchi.app

For Managers & Owners

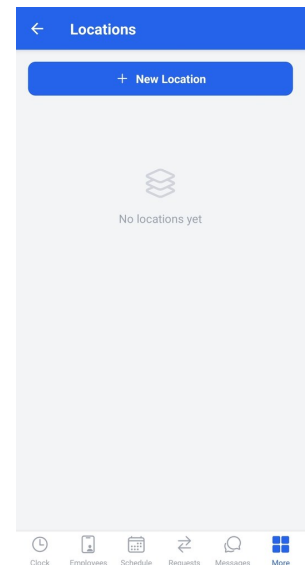
1. Create your company & sign in

Tap Get Started to create your company, or Sign In with your Company ID, username, and PIN. New companies begin on a free trial. Billing is managed on the web at app.ponchi.app.



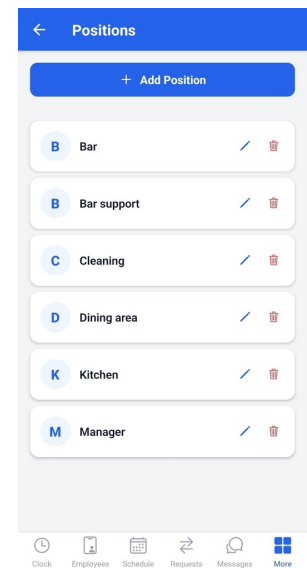
2. Add your locations

Go to More > Locations > New Location and add each site where your team works. Locations are what GPS and geofencing check against when employees clock in.



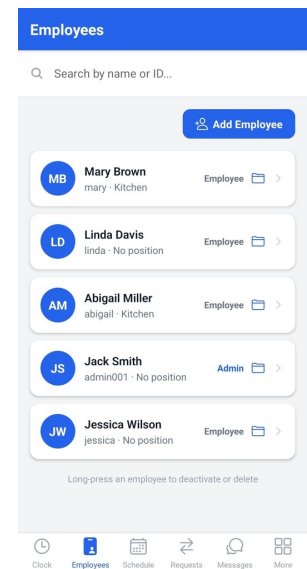
3. Add positions

Go to More > Positions > Add Position (Bar, Cleaning, Dining, Kitchen, Manager). Positions are used in scheduling and in your labor and payroll reports.



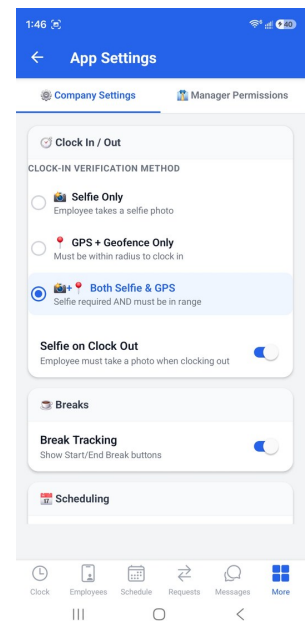
4. Add your team

Open Employees > Add Employee. Enter each person's name, position, and role (Employee, Manager, or Admin). Long-press an employee to deactivate or remove them.



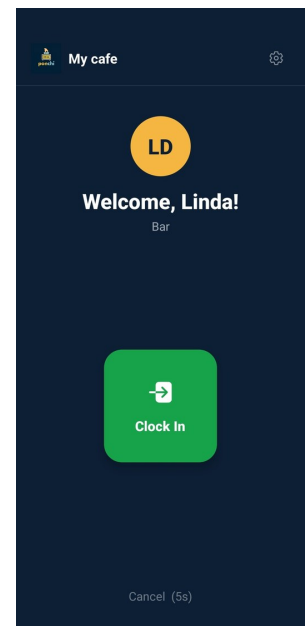
5. Choose how employees clock in

Go to More > App Settings > Clock In / Out and pick a verification method: Selfie Only, GPS + Geofence Only, or Both. You can also enable selfie on clock-out and break tracking.



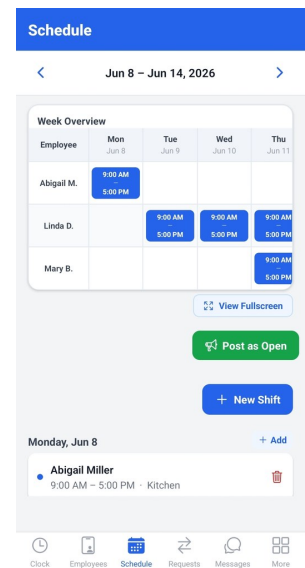
6. Set up Kiosk mode (optional)

Use More > Kiosk Station to turn one shared device into a clock-in station. Employees tap a PIN to clock in, take breaks, and clock out. Exiting kiosk mode needs an Admin PIN.



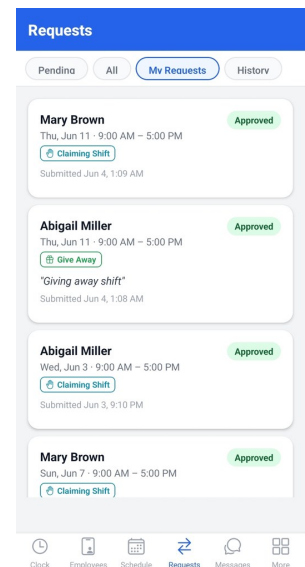
7. Build the schedule

In Schedule, tap New Shift and choose the employee, position, day(s), and times — single or multiple days. Tap Post as Open for shifts employees can claim. AI Schedule can suggest shifts for you.



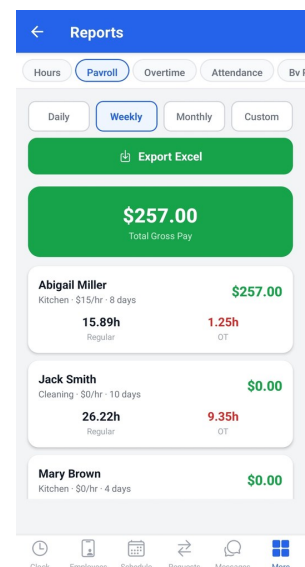
8. Approve hours & requests

Requests shows time-off, swap, and availability requests to approve or deny. Clock Sessions lets you review clock-ins and add a missing one. Approve hours before they reach payroll.



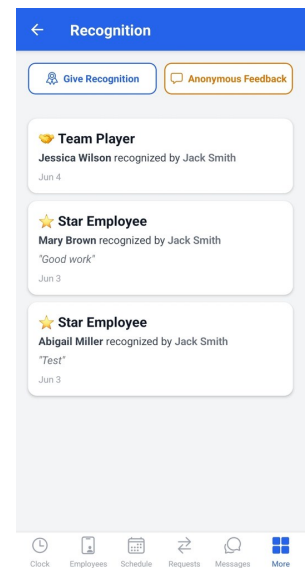
9. Run reports & export payroll

Open More > Reports. Switch between Hours, Payroll, Overtime, Attendance, By Position, Patterns and Edit Log; choose Daily/Weekly/Monthly/Custom. Tap Export Excel for a payroll-ready file.



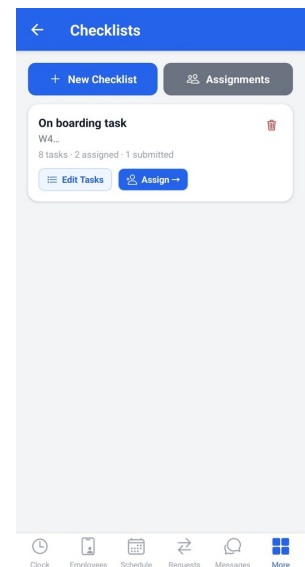
10. Message & recognize your team

Use Messages for chats and team announcements, and Recognition to give shout-outs (Team Player, Star Employee) or collect anonymous feedback.



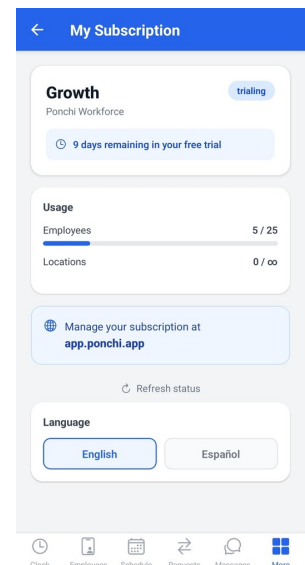
11. Onboarding checklists & documents

Under More > Checklists, build onboarding lists (W-4, I-9, direct deposit, handbook) and assign them to new hires. Uploaded files live under All Documents.



12. Manage your subscription

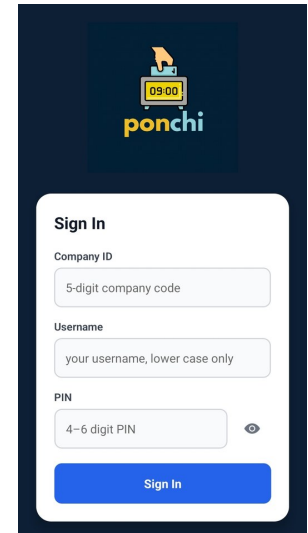
Open More > My Account to see your plan, trial days left, and usage. To change billing, go to app.ponchi.app on a computer. Switch the app language between English and Español here.



For Employees

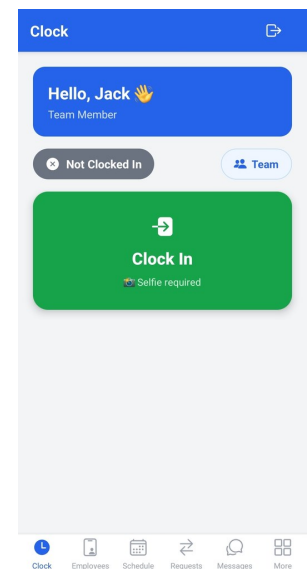
1. Sign in

Enter the Company ID, username, and PIN your manager gave you. If your workplace uses a shared tablet, just tap your PIN on the Kiosk screen.



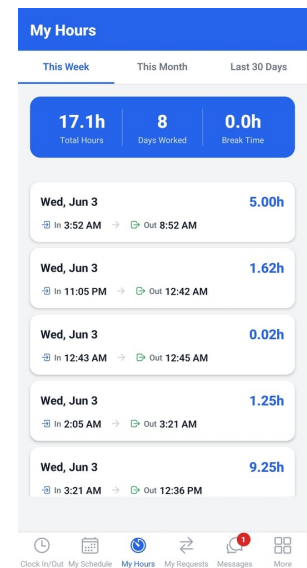
2. Clock in & out

On the Clock screen, tap Clock In. You may be asked for a selfie and/or to be on-site (GPS). Tap Start Break for breaks and Clock Out at the end of your shift.



3. See your schedule & hours

My Schedule shows upcoming shifts and available shifts you can claim. My Hours shows your hours this week, this month, or last 30 days.



4. Time off & availability

Use My Availability to set when you can work, and Requests to ask for time off or to swap, give away, or claim shifts. Your manager approves these.

