Exporting time-sheets from TimeDock into iPayroll

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Note: Before exporting to iPayroll first make sure that the *Payroll ID* for each of your employees in TimeDock match each employee reference code within iPayroll.

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *iPayroll* from the list of export formats.
3. Select your timesheet date range by modifying the *From* and *To* filters. You can also choose a different rounding option or filter the exported timesheets by a specific department.
4. Choose if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
5. Click *Download File* to save the timesheet file to your computer.

Import timesheet file into iPayroll

1. Login to your iPayroll account and open a pay run.
2. Navigate to *Payroll > Enter*.
3. In the timesheets menu, click the *Upload* tab.
4. Click on *Choose File* and select the timesheet file you downloaded from TimeDock.
5. Click on *Upload File* to import your timesheets.

See also

- **iPayroll:** Uploading Timesheets
- **YouTube:** Importing TimeDock timesheets into iPayroll