



Exporting hours for a single employee

Last updated - Apr 17, 2024 at 10:45AM

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Follow these steps to export timehseet hours for a custom date range and for a single employee:

1. In your TimeDock web dashboard, navigate to **Setup > Employees**.
2. Find the employee that you want to export hours for and click on the **Edit** button at the right-hand end of the record row.

*****	FULL NAME	DEPARTMENT	#	QR	*****
	Dave Mathieson	WAREHOUSE	014		

Note: If the employee has previously been deleted/archived, you will first need to temporarily [restore](#) the employee.

3. Enter a temporary **unique** value into the employee **Department** textbox and click **Save**.



Edit Employee Details


Name *

Payroll ID * ?

Department optional

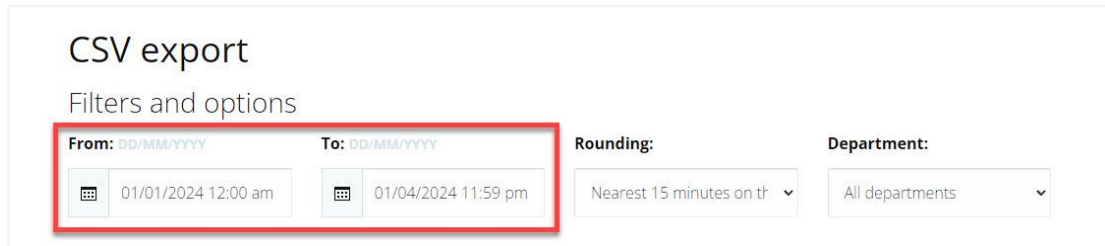
Normal Rate optional \$ /hr

Photo optional
Maximum file size: 10mb

 [Click here to choose a photo](#)

Tip: Append the employee's unique *Payroll ID* with a hyphen e.g. *WAREHOUSE-014*. This will make it easy to revert the department code back to the original value after you've completed your export.

4. Navigate to **EXPORT > Custom CSV**.
5. Use the **From** and **To** fields to select your date range.

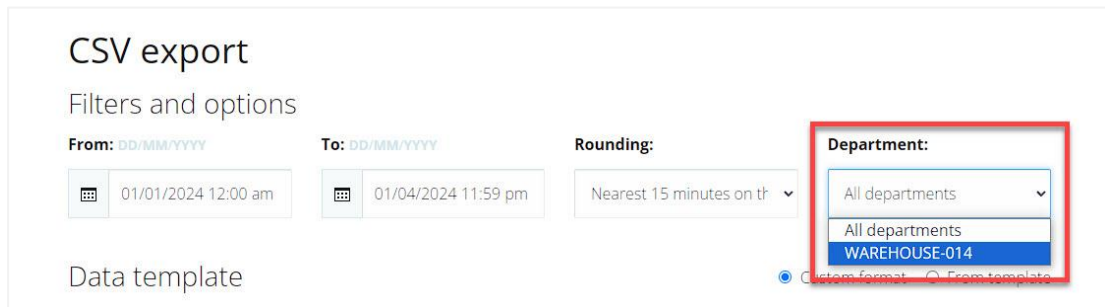


The screenshot shows the 'CSV export' interface with the following elements:

- CSV export** (Section Header)
- Filters and options** (Section Header)
- From:** DD/MM/YYYY (01/01/2024 12:00 am)
- To:** DD/MM/YYYY (01/04/2024 11:59 pm)
- Rounding:** Nearest 15 minutes on th
- Department:** All departments

The 'From' and 'To' date range fields are highlighted with a red box.

6. In the **Department** dropdown box, select the unique department code you entered for the employee in **step 3**.



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- Rounding:** Nearest 15 minutes on th
- Department:** All departments (dropdown menu open, showing 'All departments' and 'WAREHOUSE-014')

The 'Department' dropdown menu is highlighted with a red box, and 'WAREHOUSE-014' is selected.

7. Select the data columns and consolidation type you want to use, or select from an existing template. See [Custom CSV export](#) for more info.
8. Click on the **Export to CSV** button to download the hours for your selected date range.
9. If you're performing multiple exports for **more than a 3 month period**, follow these steps to consolidate into a single export file:
 1. Open a new Excel Spreadsheet.
 2. Open each of your CSV export files in Excel.
 3. Copy the rows from each CSV export file and paste into your new Excel spreadsheet. Ensure to do this in the appropriate date range order.

4. Save the Excel file.
 5. You now have a single Excel file for your desired date range.
10. Repeat **steps 1 to 3** above to revert the employee's department code back to its original value.

See also

- [Custom CSV export](#)
- [How to restore deleted employees](#)