



Exporting time-sheets from TimeDock into Ace Payroll

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Note: Before exporting to Ace Payroll first make sure that the *Payroll ID* and the *Department Code* for each of your employees in TimeDock match their respective values within Ace Payroll.

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *Ace Payroll* 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 your *department mode* for employee matching. N.B. the employee department code must match to the employee department code within Ace Payroll.
5. Choose if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
6. Click *Download File* to save the timesheet file to your computer. The file name should be kept as *IMPORT.TXT* and in most cases the file location should be *c:\winpay* (unless the configuration in Ace Payroll has been changed).

Import timesheet file into Ace Payroll

1. Open your Ace Payroll application.
2. Navigate to *Utilities*.
3. Click on *Import Data*.
4. A screen will appear with instruction on what the filename should be and where it should be located on your computer. Ensure this is correct, and click *GO*.
5. Ace Payroll will scan the file for any errors. If no errors are detected, click *GO* again to perform the import.

See also

- [MYOB: Import and export specifications for MYOB Ace Payroll](#)