



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 if you want to create automatic break deductions by changing the settings in the **Break Deductions** box.
5. Choose your department mode for employee matching. N.B. the employee department code must match to the employee department code within Ace Payroll.
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**
- **YouTube: Export timesheets from TimeDock, into MYOB Ace Payroll**