Exporting time-sheets from TimeDock into BrightPay

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Web:	https://timedock.com
Email:	info@timedock.com
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

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

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *BrightPay* 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 a source to map to *Department* within Sage.
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.

Import timesheet file into BrightPay

1. Open your BrightPay application.
2. Navigate to *Payroll > More > Import Pay Records from CSV File > Import Hourly Payments*.
3. Select the timesheet file you downloaded from TimeDock and click *Open*.
4. The data from the file will be displayed on screen. For each column, click on the header dropdown list to select which BrightPay field it should map to.
5. Uncheck the first row to exclude the file header from import.
6. Click *Import* to import the timesheet hours into BrightPay.

See also

- **BrightPay:** Importing hourly payments