Exporting time-sheets from TimeDock into Crystal Payroll

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

Configure Crystal Payroll for timesheet import

1. Login to your Crystal account and navigate to *Company Settings > Import/Export*.
2. Under *Data Import Settings* select *TimeDock* from the *Importing Data* from dropdown list.
3. Click *Save*.

Export timesheet file from TimeDock

4. Login to your TimeDock account and navigate to *Export*.
5. Choose *Crystal Payroll* from the list of export formats.
6. 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.
7. Choose if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
8. Click *Download File* to save the timesheet file to your computer.

Import timesheet file into Crystal Payroll

1. Login to your Crystal Payroll account and navigate to *Process a Pay > Time & Income*.
2. Ensure that the dates are set to the same period used in your TimeDock export.
3. Click on *Data Import* on the right-hand side.
4. Click the *Choose File* button and select the .csv file you downloaded from TimeDock, then select *Import*.

5. If your import is successful, you can now proceed with processing your pay.

See also

- **Crystal Payroll:** Integration with Time Management Systems