



# Exporting time-sheets from TimeDock into IMS Payroll

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Web:	<a href="https://timedock.com">https://timedock.com</a>
Email:	<a href="mailto:info@timedock.com">info@timedock.com</a>
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

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

## Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to **Export**.
2. Choose **IMS 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. Enter the code for **Ordinary Hours** that you have set up in your IMS account.
5. Choose how you would like to group employee timesheet hours for display in IMS.
6. Choose how you would like to record **Days Worked** in IMS.
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 IMS Payroll

1. Open your IMS Payroll application.
2. Open a new pay run.
3. Click on the **Timesheets** tab.
4. Click on **Tools > Files Import > Time Import** to open the import wizard.
5. Leave the file type as **CSV (Comma Delimited)** and employee matching as **Employee Number**. Click **Next**.
6. Click on **Browse** and select the timesheet file you downloaded from TimeDock. Click **Next**.
7. Click **Finish** to perform the import.

8. A window will appear letting you know if the timesheet import was successful or if there were any errors.

## See also

- [PDF: IMS Payroll Import File Specification](#)