Exporting time-sheets from TimeDock into KeyPay

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

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *KeyPay* 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. Click *Download File* to save the timesheet file to your computer.

Import timesheet file into KeyPay

1. Login to your QuickBooks Online account with KeyPay addon.
2. Navigate to *Employees*.
3. Click on an employee name to view their *Employee Details*.
4. Ensure that the *External Id* field matched the *Payroll ID* field for that employee in TimeDock.
5. Navigate to *Pay Run Defaults* on the left-hand menu.
6. Ensure that the *Timesheets* option is selected to *Use timesheets to submit all time worked* and *Pay these earnings by default in a pay run* is left un-ticked.
7. Optionally select a *Pay Condition Rule Set*.
8. Repeat steps 3 - 7 for each employee.
9. On the right-hand side of the *Employees* screen click on the *Manage Employees* dropdown and select *Import Timesheets*.
10. Ensure the *Import timesheets from* option is selected to *Custom file upload*.
11. Click *Select File...* and select the timesheet file you downloaded from TimeDock.

12. Click *Confirm upload?*.

13. Change any settings based on your business requirements and when you're ready click *Import*.

14. Return to the *Employees* screen and click on the *Pay Runs* tab above the employee table.

15. Add a pay run if you haven't already. If you have, click to open the pay run.

16. Click on the *Pay Run Actions* dropdown and select *Import timesheets*.

17. A pop-up will appear with options for which timesheets to import. Select your preferred option and click *Import*.

18. Your pay run will now include employee hours from your TimeDock timesheets. Click on an employee name to expand the details and view each shift hours that make up the pay run *Total Hours*.

See also

- **KeyPay:** Timesheet Imports