



Exporting time-sheets from TimeDock into MYOB Business

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

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *MYOB Business* 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 your default *Payroll Category* that you have set up in your MYOB account.
5. Choose a source to map to *Job* within MYOB.
6. Choose if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
7. Click *Download File* to save the timesheet file to your computer.

Import timesheet file into MYOB Business

1. Login to your MYOB account.
2. Click on the *settings* menu and choose *Import and export data*.
3. On the *Import* tab, for the *Data type* choose *Timesheets*.
4. Click *Browse* and select the .txt file you downloaded from TimeDock.
5. At the *Match employees using* field, choose *Company name or last name*.
6. Click *Import*.

See also

- [MYOB Business: Importing timesheets](#)