



# Exporting time-sheets from TimeDock into MYOB Exo Payroll

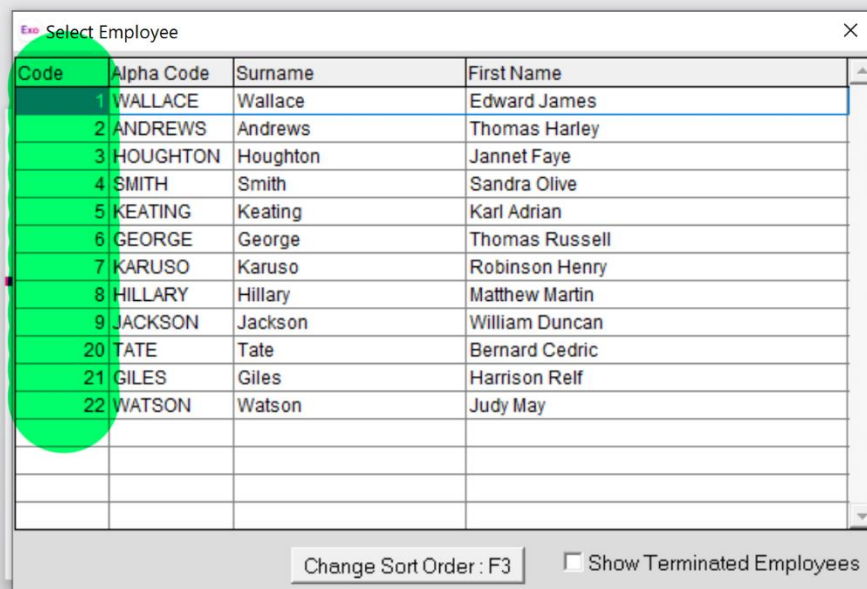
*Last updated - Dec 07, 2022 at 4:45PM*

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

## Configure your TimeDock employee Payroll ID's

Within MYOB Exo Payroll:

1. Navigate to *Edit Employee > Find*.
2. Take note of each employee's *Code*.
3. Enter each employee's code into TimeDock, as the employee's *Payroll ID*.



Code	Alpha Code	Surname	First Name
1	WALLACE	Wallace	Edward James
2	ANDREWS	Andrews	Thomas Harley
3	HOUGHTON	Houghton	Jannet Faye
4	SMITH	Smith	Sandra Olive
5	KEATING	Keating	Karl Adrian
6	GEORGE	George	Thomas Russell
7	KARUSO	Karuso	Robinson Henry
8	HILLARY	Hillary	Matthew Martin
9	JACKSON	Jackson	William Duncan
20	TATE	Tate	Bernard Cedric
21	GILES	Giles	Harrison Relf
22	WATSON	Watson	Judy May

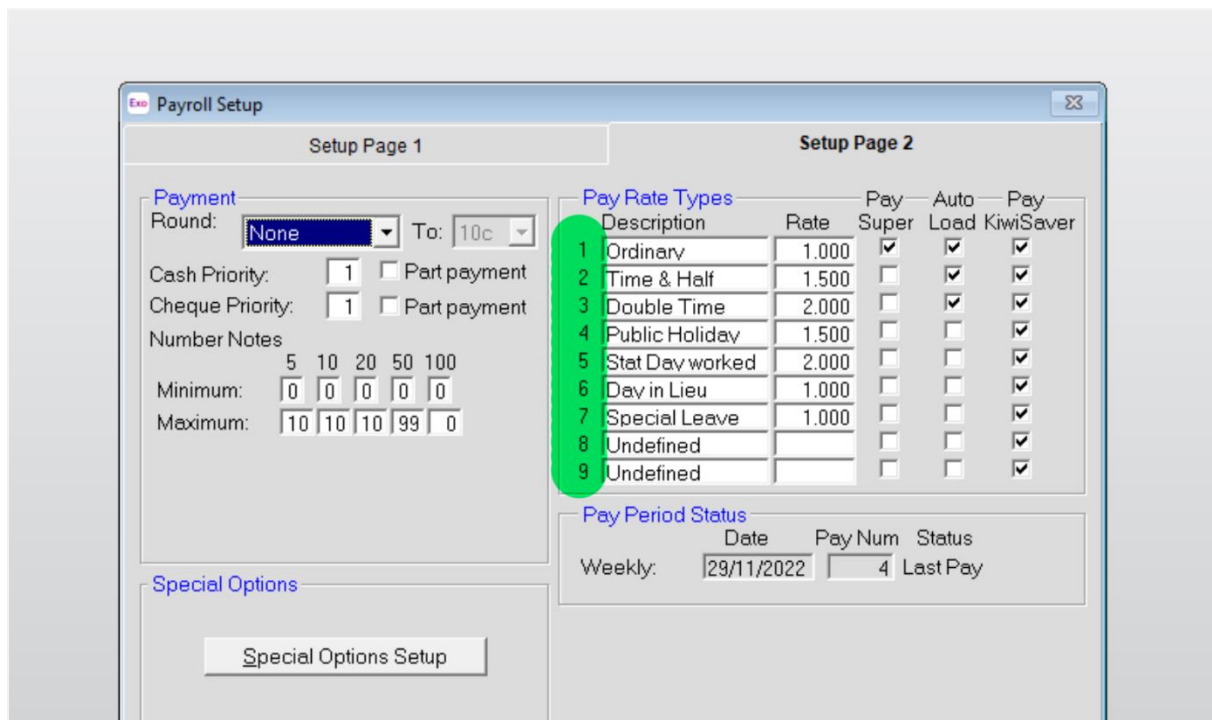
Change Sort Order : F3  Show Terminated Employees

## Configure your WageType code/s

Within TimeDock, you'll need to define your default wage code/s.

Starting within MYOB Exo Payroll:

1. Navigate to *Utilities* > *Setup EXO Payroll*.
2. At the top of the setup window, click on *Setup Page 2*.
3. Take note of the *number* associated with each *Pay Rate Type*. E.g. "1" for "Ordinary".



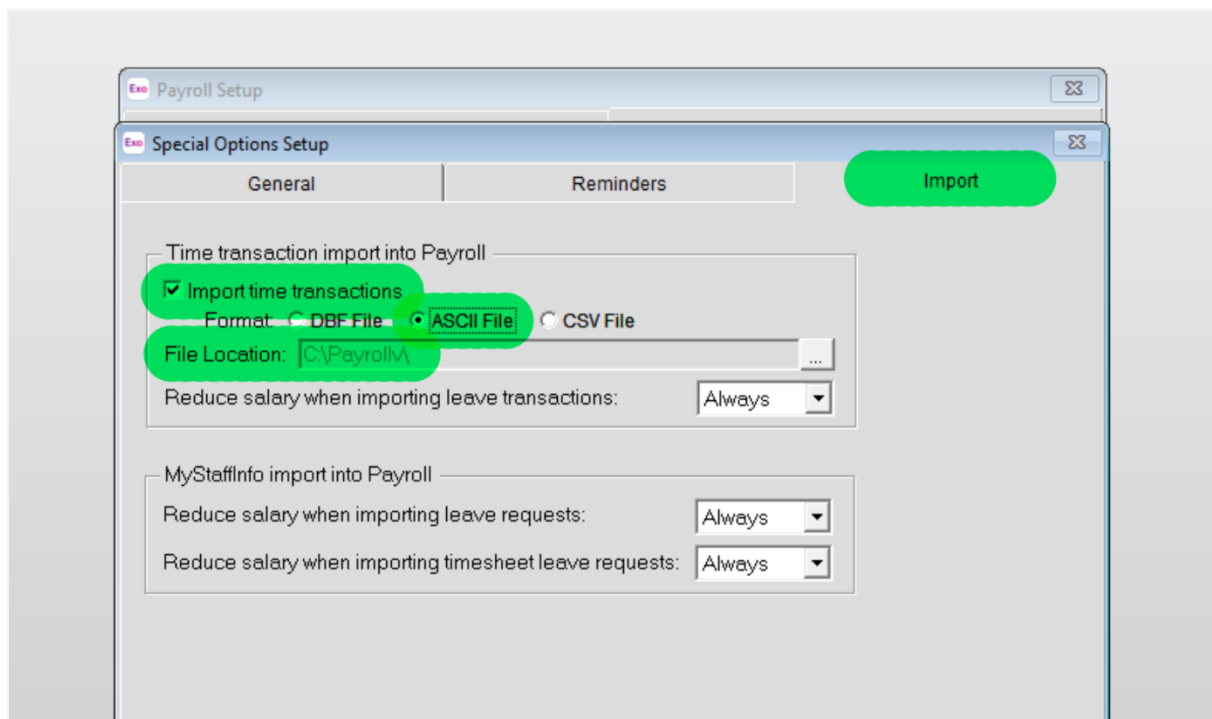
## Enable time transactions import within Exo Payroll.

Within MYOB Exo Payroll:

1. Navigate to *Utilities > Setup EXO Payroll*.
2. At the top of the setup window, click on *Setup Page 2*.
3. Click *Special Options Setup*.
4. Click on the *Import* tab.
5. Tick the checkbox, *Import time transactions*.
6. Choose the option *ASCII File*.
7. Take note of the *File Location* where your import files will need to reside.

*E.g. C:\Payroll\NZ\*

8. Consult with your payroll specialist about which option you should use for reducing payroll salary for leave transactions. However as at December 2022 we do not support leave within TimeDock.



## Export timesheet file from TimeDock

1. Log in into your TimeDock account and navigate to **Export**.
2. Choose **MYOB Exo 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 your default "Ordinary" hours WageType/Pay Rate code from the steps above.  
E.g. **1**.
5. Choose a source for **Cost Centre** within MYOB Exo Payroll. Or leave it empty, to use the default value within Exo.
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 the folder noted in the configuration steps above (e.g. C:\Payroll\NZ\).

**Note:** The downloaded timesheet file must be named **TIMETRAN.TXT** and placed inside the default MYOB Exo Payroll folder.

## Import timesheet file into MYOB Exo Payroll

1. Ensure you've downloaded your *TIMETRAN.txt* file and placed it in the correct folder.
2. Open your MYOB Exo Payroll application.
3. Navigate to *Pay > Import Time Transactions*.
4. Follow the on-screen instructions.

