



Exporting time-sheets from TimeDock into MYOB Payroll

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Note: Within MYOB Payroll, navigate to *Reports > Employee Report > Employee Details* and make sure that each employee *Code* matches each employee *Payroll ID* in TimeDock.

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *MYOB 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. Choose a source for *Department* within MYOB Payroll.
5. Choose a source for *Cost Centre* within MYOB Payroll.
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 Payroll

1. Open your MYOB Payroll application.
2. Navigate to *Payroll > Timesheets > Import Timesheets*.
3. Click on the ... button on the right hand side of the *Import Timesheets From* box and select the timesheet file you downloaded from TimeDock.
4. Click *Import*.