



# Exporting time-sheets from TimeDock into PaySauce

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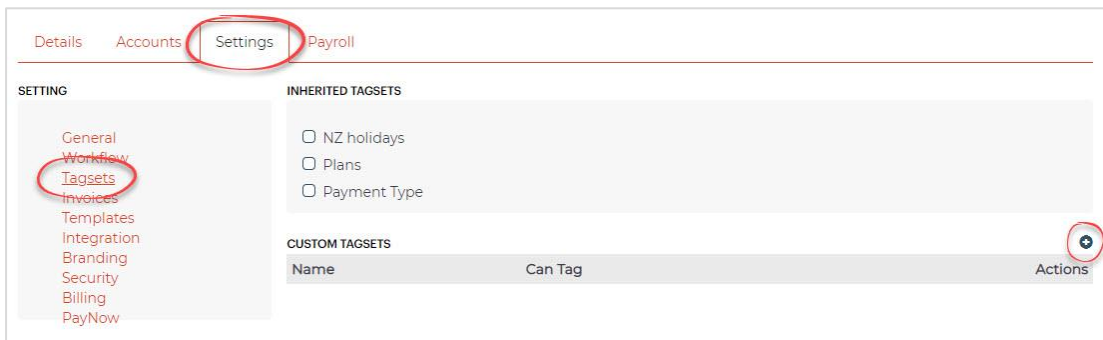
**Note:** Before exporting to PaySauce first make sure that the *Payroll ID* for each of your employees in TimeDock match each *External Reference* within PaySauce.

## Configure PaySauce for timesheet import

1. Login to your PaySauce account and navigate to **Apps > Payroll** and click on your company name in the top left-hand-corner.



2. Navigate to **Settings > Tagsets** and click the + button to add a new tagset.



3. Create a tagset with the following details:
  - **Name:** Factor.
  - **Can Tag:** Transaction.
  - **Links With:** Payment, Deduction, Timeband.
  - Add a tag for your ordinary hours pay code with label **ORD** and value **1**.

**CUSTOM TAGSETS**

Name	Can Tag	Actions
------	---------	---------

**NEW TAGSET**

Name \*

Select Colour \*  

Can Tag \* ☐ Employee  
☒ Transaction  
☐ Document

Links With

Select Tags \*   
ORD

4. Navigate to *Settings > Templates* and click the + button to add a new template.

Details Accounts **Settings** Payroll

**SETTING**

- General
- Workflow
- Tagsets
- Invoices
- Templates**
- Integration
- Branding
- Security
- Billing
- PayNow

**TEMPLATES**

Name	Type	Actions
------	------	---------

5. Create a template with the following details:

- **Template Type:** Timesheet.
- **Time Captured:** Timeband.
- **Allow Narration:** Yes.
- **Type:** Rate and Factor.
- **Default Factor:** 1.
- **Factor Lookup:** Factor.
- If you want to include timesheet costings, create additional **Tagsets** and select these from the template **Cost With** list.

DetailsAccountsSettingsPayroll

SETTING

GeneralWorkflowTagsetsInvoicesTemplatesIntegrationBrandingSecurityBillingPayNow

TEMPLATES

NameTypeActions

NEW TEMPLATE

Name \*Timesheet

Template TypeTimesheet

Time captured \*☒ Timeband☐ Timeband (minus break)☐ Hours only

☒ Allow Narration

Type \*Rate and Factor

Default Factor \*1


Factor LookupFactor

Rate LookupNone

Allow Costing \*☐ Yes☒ No

CancelOk

6. Navigate to *Employees* and assign the timesheet template to each employee's primary payment.



John Doe

Phone  
Emergency  
Contact

Save

Details
Settings
Payments
Deductions
Debts
Periods
Balances

CURRENT ALLOWANCES

P	L	Title	Taxable	Rule	Frequency	Actions
		Hours / Rate	Yes	Hours x Rate of 40.0000 x \$30.0000	Variable	

EDIT ALLOWANCE

Rule \*

Hourly

Title \*

Hours / Rate

Taxable \*

☒ Yes
☐ No

Frequency \*

Variable

Tags

Use Template \*

☒ Yes
☐ No

Template \*

<Select One>

Reduce by Leave Taken

☐

Hours \*

40

Rate \*

30

☐ Zero rated

Work Pattern

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Cancel

Ok

## Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to **Export**.
2. Choose **PaySauce** 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 **Factor** code for regular hours set up within your PaySauce account.
5. If you have timesheet costings configured in PaySauce, optionally choose sources to map to a maximum of two costing **Tagsets** within PaySauce.

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 PaySauce

1. Login to your PaySauce account.
2. Navigate to *Run a Pay* and open a *New Period*.
3. In the *Processing* tab click on the *clock* button.



4. Click on the *up arrow* button to open the import wizard.



5. Follow the steps in the import wizard, ensuring you select the .csv file you downloaded from TimeDock.

## See also

- [PDF: PaySauce Import File Specification](#)