



Exporting time-sheets from TimeDock into Smartly

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

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *Smartly* 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 to map to *Department* within Smartly.
5. Choose if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
6. *Click Download File* to save the timesheet file to your computer.

Import timesheet file into Smartly

1. Login to your Smartly account.
2. Click on *Run a Pay*.
3. On the left hand side, click on *Timesheet Import*.
4. Click *on Select file to import* and select the timesheet file you downloaded from TimeDock.
5. A list of imported timesheets and any issues will be displayed on screen under the *View Timesheet Details* section.
6. When you're happy with the imported timesheet details, click on *Submit* to submit and authorise the imported timesheets.

See also

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