



How to bulk-import a list of employees into TimeDock

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TimeDock lets you import a pre-formatted CSV file with a list of employees:

Download the sample CSV file and edit it with a spreadsheet program:

1. Navigate to *Setup > Import Data*.
2. From the *Employees* import section, download the [sample CSV file](#) from the right-hand side.
3. Open the file with your favourite spreadsheet program.
4. Edit the sample accordingly, then save your changes.

Upload your modified CSV file into TimeDock:

1. Navigate to *Setup > Import Data*.
2. From the *Employees* import section, click *Choose File* and select the sample file you edited in the previous step.
3. With the file selected, click *Import File*.

Any employees not already entered into TimeDock will now be imported and synchronised out to all your TimeDock devices.

Note: Any existing employees already entered into TimeDock will be matched on the *Payroll ID* field within the CSV file and their details will be updated. Therefore this feature can be used for bulk-updating records as well as bulk-importing.

See also

- [How to print employee QR Code badges](#)
- [How to assign/program employee NFC tags](#)