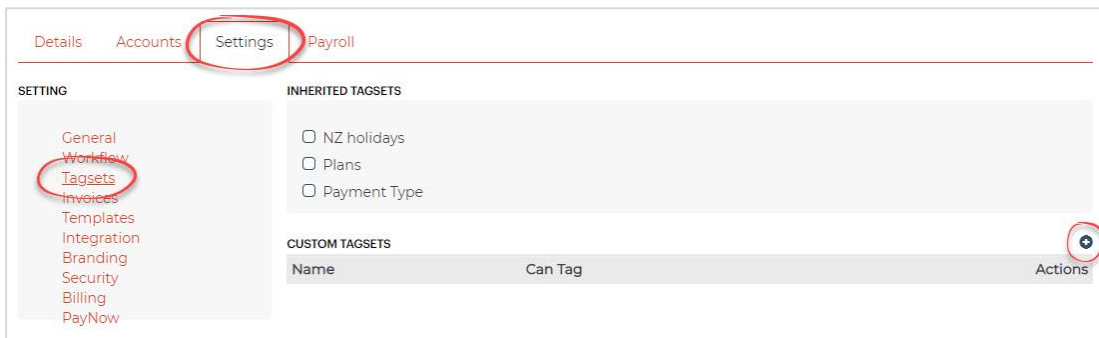# Exporting time-sheets from TimeDock into PaySauce

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 namy 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**.

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

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.

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

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
- **YouTube:** Export timesheets from TimeDock, into PaySauce