



# Exporting time-sheets from TimeDock into PaySauce

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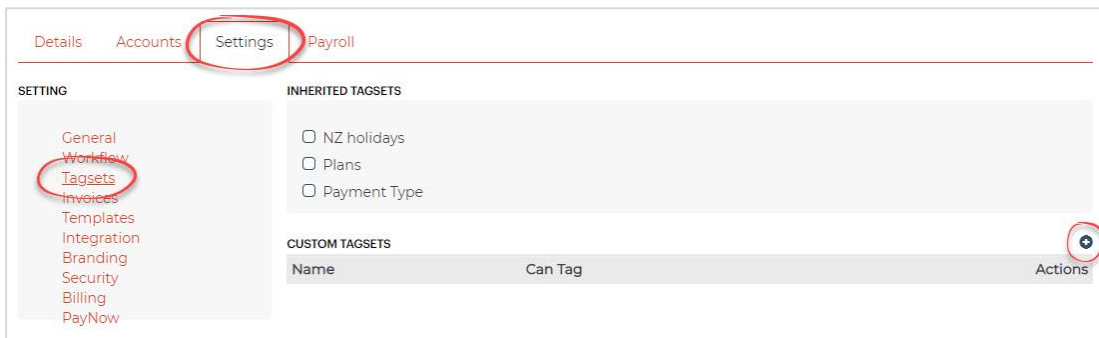
**Note:** Before exporting to PaySauce first make sure that the *Payroll ID* for each of your employees in TimeDock match each *External Reference* within PaySauce.

## 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
<b>NEW TAGSET</b>		
Name *	<input type="text" value="Factor"/>	
Select Colour *	<input type="color" value="#0070C0"/>	
Can Tag *	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Transaction <input type="checkbox"/> Document	
Links With	<input type="text" value="Payment, Deduction, Timeband"/>	
Select Tags *	<input type="button" value="Add Tags"/> <input checked="" type="button" value="ORD"/>	
		<input type="button" value="Cancel"/> <input type="button" value="Ok"/>

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.

Details Accounts Settings Payroll

SETTING

- General
- Workflow
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TEMPLATES

Name	Type	Actions
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NEW TEMPLATE

Name \* Timesheet

Template Type Timesheet

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

Allow Narration

Type \* Rate and Factor

Default Factor \* 1

Factor Lookup Factor

Rate Lookup None

Allow Costing \*  Yes  No

Cancel Ok

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 \*

Title \*

Taxable \*  Yes  No

Frequency \*

Tags

Use Template \*  Yes  No

Template \*

Reduce by Leave Taken

Hours \*

Rate \*

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](#)
- [YouTube: Export timesheets from TimeDock, into PaySauce](#)