



Exporting time-sheets from TimeDock into QBO Payroll

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

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to **Export**.
2. Choose **QuickBooks Online Payroll** 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 code for standard **Work Type** within QuickBooks
5. Choose a source to map to **Location** within QuickBooks.
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 QuickBooks Online Payroll

1. Login to your QuickBooks Online account.
2. Go to your payroll dashboard then select **Manage Employees > Import Timesheets**.
3. Select **Custom file upload**.
4. Select the timesheet file you downloaded from TimeDock to upload.
5. Once the file has been uploaded, set the **Date format** of the file to **dd/MM/yyyy**.
6. Map the columns in the import file to the appropriate fields within QuickBooks.
7. Select whether you want the imported timesheets to be automatically approved or whether they should go through the standard timesheet approval workflow.
8. Click **Import** to begin the file import.
9. Click **save the file format** to save the column mapping, allowing you to skip that step in future.

See also

- [QuickBooks: Importing Timesheets in QuickBooks Online Payroll](#)