



# Exporting time-sheets from TimeDock into Astute Payroll

*Last updated - May 28, 2024 at 10:40AM*

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

## Configure Astute Payroll for timesheet import

1. Login to your Astute account and navigate to *Config > Payroll > Timesheet Importer > Configure Imports*.
2. Click on the *Create New Format* button in the top-right corner.
3. Enter a *Format Name* and select *Astute Generic Timesheet Importer* from the drop down menu.
4. Click *Next*.
5. Complete any additional fields and click *Save* when done.

## Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *Astute 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. Choose a source to map to *Job Id* within Astute Payroll.
5. Choose a source to map to *Customer Id* within Astute Payroll.
6. Choose a source to map to *Workplace Id* within Astute Payroll.
7. Choose a source to map to *Project Id* within Astute Payroll.
8. Choose a source to map to *Activity Id* within Astute Payroll.
9. Choose if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
10. Click *Download File* to save the timesheet file to your computer.

## Import timesheet file into Astute Payroll

1. Login to your Astute account and navigate to *Config > Payroll > Timesheet Importer > Import Timesheets*.
2. Click the *Choose File* button and select the .csv file you downloaded from TimeDock.
3. In the *Select Import Format* dropdown list, select the name of the generic timesheet importer that you created in the [configure Astute Payroll for timesheet import](#) process.
4. Click the *Validate* button.
  - If the validation was successful, click on the *Timesheet Pre Interpretation Data* tab to review the data to be imported.
  - If the validation was unsuccessful, click on the *Errors* tab to view the errors preventing an import. Click the *Back* button, make the required data corrections and re-upload the data for validation.
5. Once you've reviewed the successfully validated data, click the *Import* button to complete the import.

## See also

- [Astute Payroll: Configure and import timesheets](#)
- [Astute Payroll: Generic timesheet importer specification](#)