



# Exporting time-sheets from TimeDock into Gusto

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Web:	<a href="https://timedock.com">https://timedock.com</a>
Email:	<a href="mailto:info@timedock.com">info@timedock.com</a>
International:	(+64) 9 444 1384
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**Note:** Before exporting to Gusto first make sure that the *Payroll ID* for each of your employees in TimeDock is populated with the *last four digits of their Social Security Number*, and that their full name matches between TimeDock and Gusto.

## Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *Gusto* 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 Title* within Gusto.
5. Choose if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
6. Click *Download File* to save the timesheet file to your computer.

## Import timesheet file into Gusto

1. Login to your Gusto account and navigate to *Pay > Run payroll*.
2. Select a payroll that needs to be run.
3. Above the Actions column on the right, click *Import payroll data* when running payroll.

## See also

- [Gusto: Upload a spreadsheet or CSV to run payroll](#)