



Exporting time-sheets from TimeDock into MYOB Exo Payroll

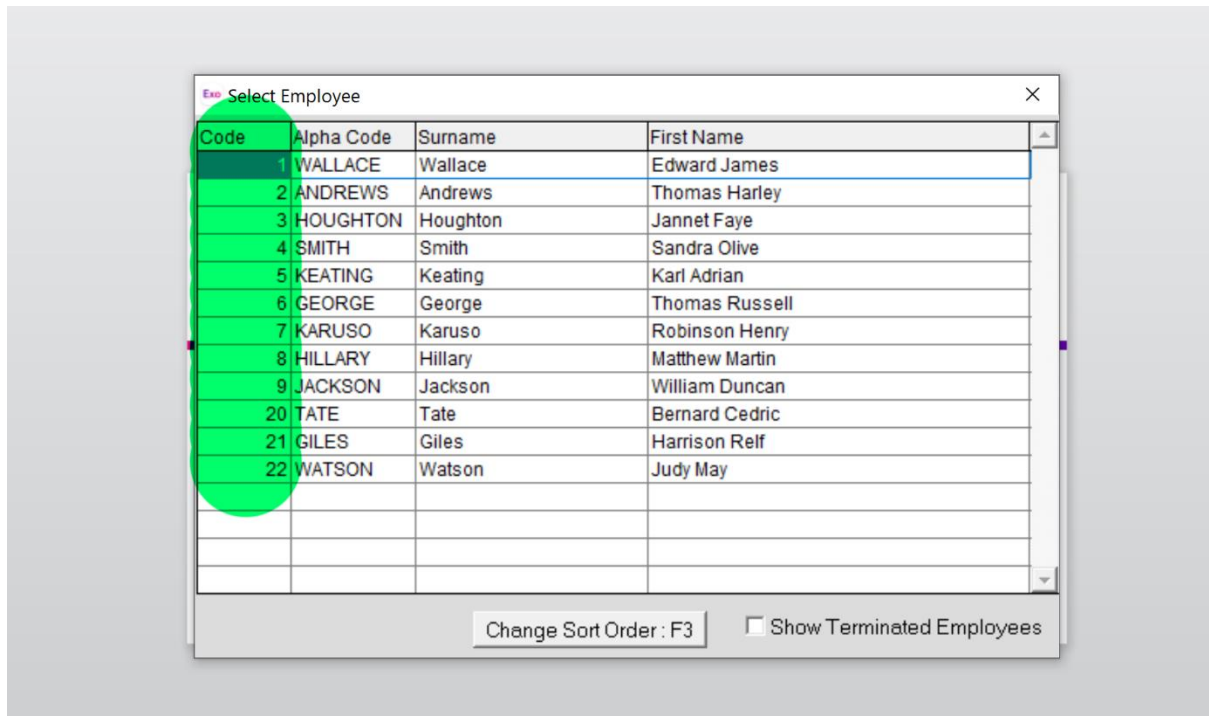
Last updated - Dec 07, 2022 at 4:45PM

Web:	https://timedock.com
Email:	info@timedock.com
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

Configure your TimeDock employee Payroll ID's

Within MYOB Exo Payroll:

1. Navigate to *Edit Employee > Find*.
2. Take note of each employee's *Code*.
3. Enter each employee's code into TimeDock, as the employee's *Payroll ID*.

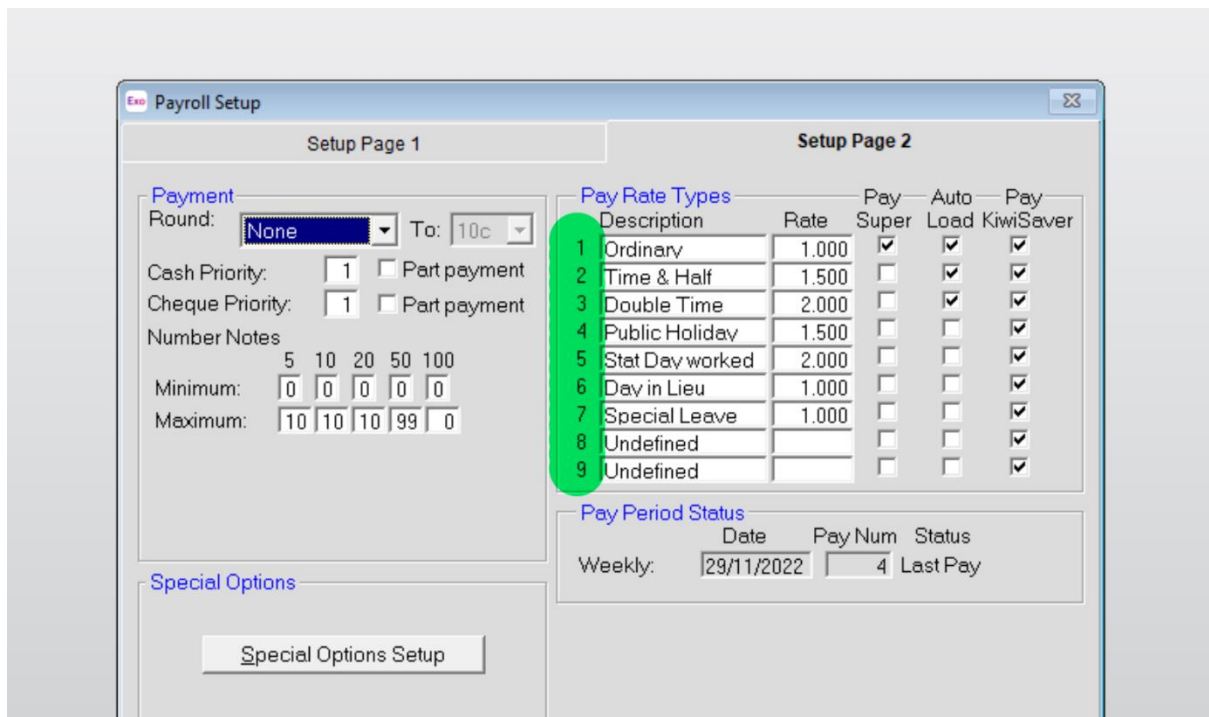


Configure your WageType code/s

Within TimeDock, you'll need to define your default wage code/s.

Starting within MYOB Exo Payroll:

1. Navigate to *Utilities* > *Setup EXO Payroll*.
2. At the top of the setup window, click on *Setup Page 2*.
3. Take note of the *number* associated with each *Pay Rate Type*. E.g. "1" for "Ordinary".



The screenshot shows the 'Exo Payroll Setup' window, specifically 'Setup Page 2'. The 'Pay Rate Types' table is highlighted with a green box. The table has the following columns: Description, Rate, Pay Super, Auto Load, and Pay KiwiSaver. The rows are numbered 1 through 9. The 'Number' column is highlighted in green.

Number	Description	Rate	Pay Super	Auto Load	Pay KiwiSaver
1	Ordinary	1.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Time & Half	1.500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Double Time	2.000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Public Holiday	1.500	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Stat Day worked	2.000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Day in Lieu	1.000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Special Leave	1.000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Undefined		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Undefined		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table is the 'Pay Period Status' section, which includes a table with columns for Date, Pay Num, and Status. The 'Weekly' row shows a date of 29/11/2022, a pay number of 4, and a status of 'Last Pay'.

	Date	Pay Num	Status
Weekly:	29/11/2022	4	Last Pay

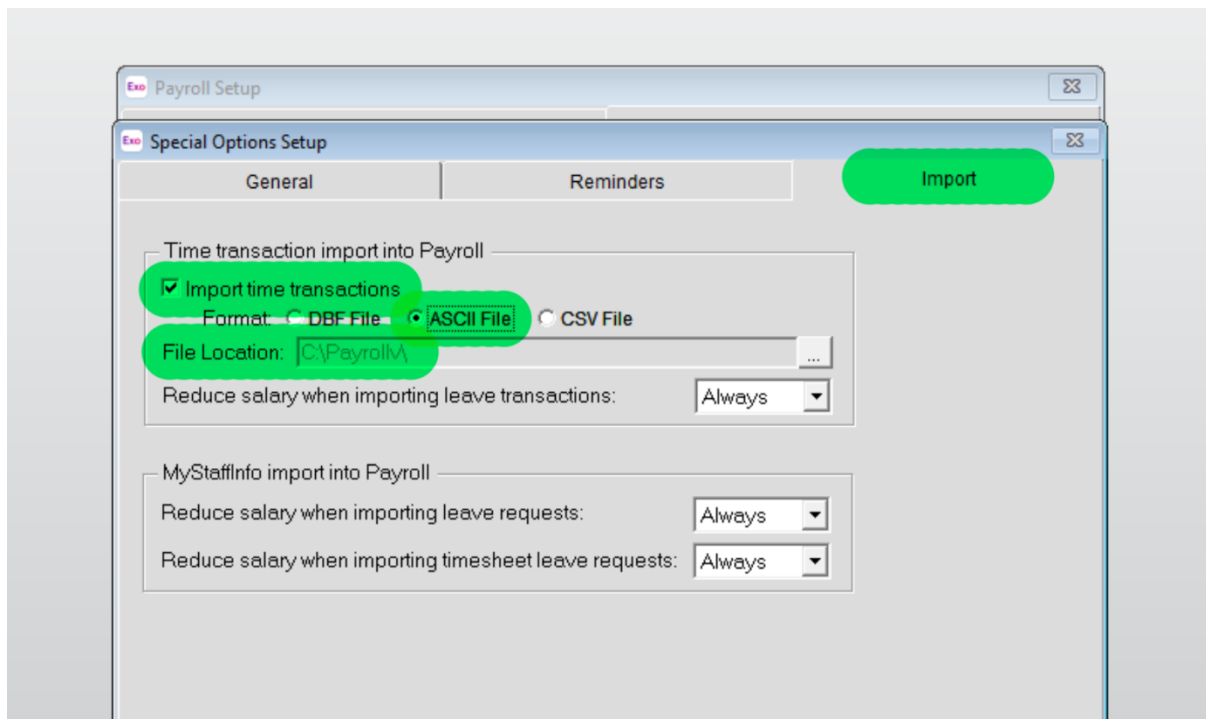
Enable time transactions import within Exo Payroll.

Within MYOB Exo Payroll:

1. Navigate to *Utilities > Setup EXO Payroll*.
2. At the top of the setup window, click on *Setup Page 2*.
3. Click *Special Options Setup*.
4. Click on the *Import* tab.
5. Tick the checkbox, *Import time transactions*.
6. Choose the option *ASCII File*.
7. Take note of the *File Location* where your import files will need to reside.

E.g. C:\Payroll\NZ

8. Consult with your payroll specialist about which option you should use for reducing payroll salary for leave transactions. However as at December 2022 we do not support leave within TimeDock.



Export timesheet file from TimeDock

1. Log in into your TimeDock account and navigate to **Export**.
2. Choose **MYOB Exo 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 your default "Ordinary" hours WageType/Pay Rate code from the steps above. E.g. **1**.
5. Choose a source for **Cost Centre** within MYOB Exo Payroll. Or leave it empty, to use the default value within Exo.
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 the folder noted in the configuration steps above (e.g. C:\Payroll\NZ\).

Note: The downloaded timesheet file must be named **TIMETRAN.TXT** and placed inside the default MYOB Exo Payroll folder. To find out where your folder is, follow these instructions.