



Exporting time-sheets from TimeDock into Employment Hero

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

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *Employment Hero* 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 your default *Pay Category external ID* that you have set up in your Employment Hero account.
5. Choose a source to map to *Location external ID* within Employment Hero.
6. Choose a source to map to *Work type external ID* within Employment Hero.
7. Choose if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
8. Click *Download File* to save the timesheet file to your computer.

Import timesheet file into Employment Hero

1. Login to your Employment Hero account.
2. Click on the *Timesheet* menu.
3. Click the *Import Timesheets* submenu.
4. Select the *Custom File Upload* option in the *Import Timesheets* dropdown list.
5. Click the *Select File* button and select the .csv file you downloaded from TimeDock.
6. Click the *Confirm Upload* button.
7. In the *Date Format* dropdown, select *DD/MM/YYYY*.
8. Map the columns in the CSV file to the appropriate fields within your Employment Hero platform.

9. Select your desired options for *Replace a previous timesheet* and *Approve timesheets*.
10. Click the Import button.

See also

- **Employment Hero:** [Uploading a custom timesheet data file via the payroll platform](#)