



# Exporting time-sheets from TimeDock into PayHero

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Web:	<a href="https://timedock.com">https://timedock.com</a>
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**Note:** Before exporting to PayHero first make sure that names of each of your employees in TimeDock match within PayHero.

## Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to **Export**.
2. Choose **PayHero** 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 **Work Type** within PayHero. Please ensure that your selected TimeDock source matches the work types in your PayHero account (PayHero > Manage > Work).
5. Type a default **Work Type** to use from your PayHero account (PayHero > Manage > Work). This value is used when a timesheet line has no **Work Type** value, or the mapping source is set to **None**. A default **Work Type** is required because the field is mandatory when importing timesheets into PayHero.
6. Choose a format for exporting employee **timebands**. These are the export columns used to determine when and for how long employees have worked.
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 PayHero

1. Login to your PayHero account.
2. Navigate to **Time**.
3. On the right-hand side click on the menu icon.
4. Click **Import Timesheets** from the dropdown and select the timesheet file you downloaded from TimeDock.

5. A confirmation prompt will appear. Click ***Confirm*** to import your TimeDock timesheets.

## See also

- **PayHero:** Timesheet Imports
- **YouTube:** Export timesheets from TimeDock, into PayHero