Exporting time-sheets from TimeDock into Sage 50cloud Payroll (UK)

Last updated – Jun 01, 2022 at 12:15PM

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

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *Sage 50cloud Payroll (UK)* 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 if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
5. Click *Download File* to save the timesheet file to your computer.

Import timesheet file into Sage 50cloud Payroll (UK)

1. Open your Sage desktop application.
2. Click on *File > Advanced Data Import* to open the import wizard.
3. In the list of data templates to import, select the *Timesheet Payments* template. Click *Next*.
4. Click on *Browse* and select the timesheet file you downloaded from TimeDock. Ensure that the *Import File has header row?* option is checked. Click *Next*.
5. Map the fields from your TimeDock file to the fields in your Sage account. *N.B.* if the mapping wizard is not showing any fields in your TimeDock file, save the file as a *.xlsx* format and try again.
6. Once you've finished mapping the fields, click *Save Map* and save the file to your computer with a meaningful name. For future imports, you can click *Load Map* and select this file to automatically apply the field mapping.
7. Click *Finish* to perform the import.

See also

- **Sage:** Advanced data import
- **YouTube:** Sage (UK): Sage 50cloud Payroll 'Get Your Payroll Done' Webinar