



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

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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 (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 (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](#)