



# Exporting time-sheets from TimeDock into WorkGuru

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Web:	<a href="https://timedock.com">https://timedock.com</a>
Email:	<a href="mailto:info@timedock.com">info@timedock.com</a>
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

**Note:** Before exporting to WorkGuru first make sure that the *First Name* and *Last Name* (including casing) for each employee in TimeDock matches with your employee records in WorkGuru.

## Configure your TimeDock for WorkGuru

1. Match employees:
  - Ensure that the *First Name* and *Last Name* (including casing) for each employee in TimeDock matches with your employee records in WorkGuru.
2. Match projects and tasks:
  - All timesheet entries imported into WorkGuru must be associated to a project and task that exists within your WorkGuru account.
  - [Import](#) or manually add a copy of your WorkGuru projects and tasks into TimeDock. We recommend adding them as *Projects* and *Activities* respectively, and then ensure that your staff are selecting the relevant items when docking in.
  - Based on your chosen TimeDock setup, select the relevant project and task source mappings in the export step below.

## Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *WorkGuru* 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 *Project* within WorkGuru. This field is required and must match to a *Project Number* within WorkGuru, so ensure you're using a TimeDock source that matches to your existing projects in WorkGuru, and enter a valid default value to catch any TimeDock entries that have a blank project value.

5. Choose a source to map to **Task** within WorkGuru. This field is required and must match to a **Project Task Name** within WorkGuru, so ensure you're using a TimeDock source that matches to your existing tasks in WorkGuru, and enter a valid default value to catch any TimeDock entries that have a blank task value.
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 your computer.

## Import timesheet file into WorkGuru

1. Login to your WorkGuru account.
2. Navigate to the **timesheets dashboard**.
3. Click the **Import Timesheets** button.
4. Click **Browse** and select the .csv file you downloaded from TimeDock.
5. Click the **Save** button to import the file.

## See also

- [WorkGuru: Importing timesheets](#)