

PROJECTS



OVERVIEW



STEPS

Head to **Payroll** under the **Reporting** tab.

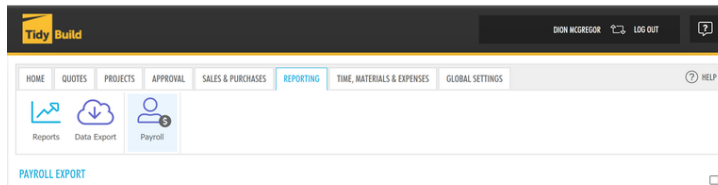
Once you click on the **Payroll Export** screen, you see a list of **Time Writers**, the **corresponding code** (that has been mapped from the connected Payroll system), the **hours** they worked for the time period that has been set. To view the **individual time** entries that a time writer has made before you export the time entries, click the **binoculars** icon.

You can change the time period by clicking on **Filter**.

You can also **filter** the projects you want **import** by clicking on **Filter Projects**, which will expand the box enabling you to **exclude projects** from the export.

How to export payroll

You can easily export payroll data from your Tidy account to a connected Payroll provider that Tidy offers. Tidy offers integrations with multiple Payroll providers. These are: Smart Payroll, iPayroll, IMS Payroll



PAYROLL EXPORT

Showing payable time until 4 Nov 2020

FILTER

■ **Note: one or more Time Writers need to be mapped to an Employee before they can be exported.**

☐ INCLUDE ALL TIME WRITERS & PROJECTS

> FILTER PROJECTS

TIME WRITERS

EMPLOYEE ?

HOURS

DETAILS

☐ Dion McGregor

19



☐ Roy Foster

4



Export to: SmartPayroll CSV

GENERATE

< FILTER PROJECTS	A0001	A0002	A0003	A0004	LEAVE
DETAILS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>			
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>				



EXPORT PAYROLL



Once you **tick** the box indicating which **time writers** you would like to **export**, click **Generate**.

☐ INCLUDE ALL TIME WRITERS & PROJECTS > [FILTER PROJECTS](#)

TIME WRITERS	EMPLOYEE ?	HOURS	DETAILS
<input type="checkbox"/> Dion McGregor	RD-659-125	64	
<input type="checkbox"/> Fred Teamleader	JJ-696-333	7	
<input type="checkbox"/> Pamela Project	ST-001-361	64	
<input type="checkbox"/> Ying Shen		8	

Export to: SmartPayroll CSV GENERATE