



***ClockShark***

# **A COMPLETE GUIDE TO CLOCKSHARK AND XERO INTEGRATION**

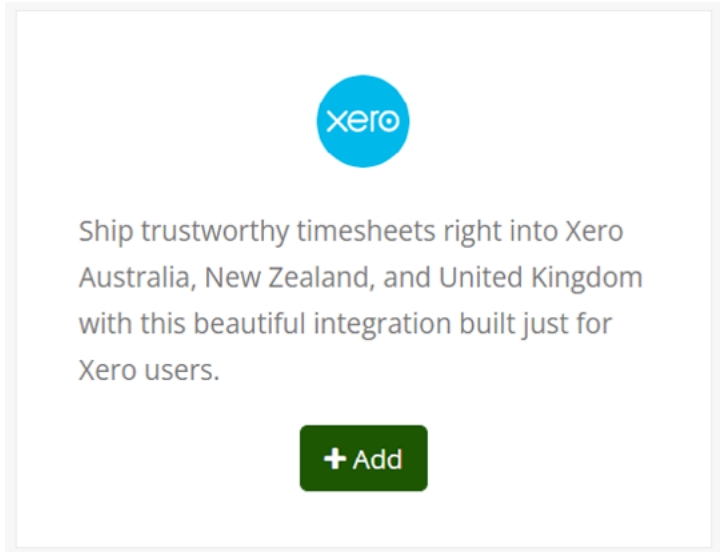
If you use Xero for your accounting, ClockShark makes payroll even easier. Here's all you need to know to get started with your Xero integration.

## INTRODUCTION

Many of our Australian, New Zealand, and United Kingdom clients use [Xero](#) for their payroll and accounting processes. Xero is an innovative software that helps small businesses monitor their cash flow with multiple features, including:

- Invoicing
- Inventory
- Purchasing
- Bill-paying

While Xero is already a top-notch accounting software, adding ClockShark makes it even more beautiful by simplifying your payroll process with real-time time tracking. In this guide, you'll learn everything you need to know about ClockShark and Xero integration.



---

## WHAT ARE THE BENEFITS OF INTEGRATING CLOCKSHARK AND XERO?

Using ClockShark and Xero together, enables you to streamline the payroll process, by letting you accurately track time data in ClockShark and directly import the data into Xero. No more manual data entry. Now you can process your payroll much more quickly and accurately.

Track time in ClockShark and import the hours tracked by employees into Xero for payroll using our direct integration. There is no additional cost for the integration and it's easy to set up and maintain.

ClockShark employees are mapped directly to Xero Employees, allowing Admins to import time tracked in ClockShark into Xero by pay period, which includes the Employee/Hours/Earnings Code.

Time imports onto the Xero Employees Timesheets, where it can be reviewed and then applied to Payroll. Streamlining the payroll process and freeing up more time and resources for you.

## HOW LONG DOES IT TAKE TO SET UP THE INTEGRATION BETWEEN CLOCKSHARK AND XERO?

You can have your ClockShark and Xero integrated in as little as 15 minutes, 30 at the most. The process is user-friendly. Just sign into each system as an administrator and initiate the integration from ClockShark.

After you authorize the connection, you just:

1. Map your ClockShark and Xero Employees
2. Assign the Default Earnings Codes for Regular, Overtime, and Double time
3. Assign Overtime rules and their Pay Period Frequency in ClockShark

It's a fairly simple process and if you want to do it yourself, you can use [this guide](#) to get started right away. If you would rather have one of our five-star customer support specialists walk you through the integration, you can schedule a time that's best for you, anytime.

## HOW MUCH DOES THE CLOCKSHARK AND XERO INTEGRATION COST?

There is no additional cost for the integration. It is included in ClockShark's Standard and Pro pricing plans.





## WHAT DATA IS IMPORTED WHEN I INTEGRATE CLOCKSHARK AND XERO?

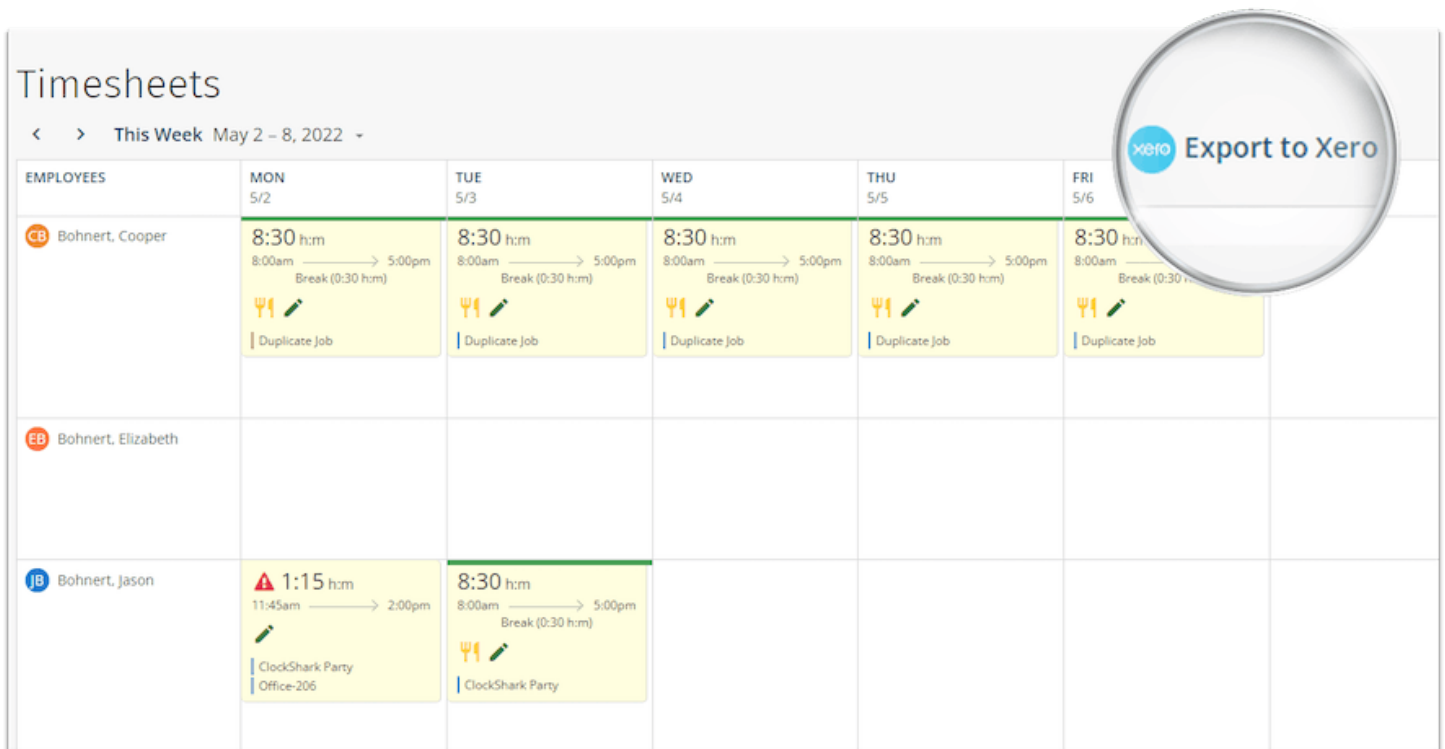
Employees, Hours, and Earnings Codes. Employees and Earnings Codes from Xero will be mapped to their counterparts in ClockShark on the ClockShark Mapping page. It's very user-friendly and easy to maintain.

Have a new employee? Simply create them in ClockShark and Xero, and navigate to the mapping page to map them after you sync employees.

It is important to note that ClockShark does not support Xero Tracking Categories so you will need to disable Xero Tracking Categories.

# HOW IS EMPLOYEE TIME DATA TRANSFERRED TO XERO FOR PAYROLL

This is done through a direct, secure, encrypted integration that ClockShark has with Xero. Time imports onto the Xero Employees Timesheets, where it can be reviewed and then applied to payroll.



The screenshot displays the 'Timesheets' interface for the week of May 2-8, 2022. It features a grid with columns for each day (MON 5/2, TUE 5/3, WED 5/4, THU 5/5, FRI 5/6) and rows for employees: Bohnert, Cooper (CB), Bohnert, Elizabeth (EB), and Bohnert, Jason (JB). Each cell in the grid shows time entries with start and end times, break durations, and job codes. A circular callout bubble in the top right corner highlights the 'Export to Xero' button.

EMPLOYEES	MON 5/2	TUE 5/3	WED 5/4	THU 5/5	FRI 5/6
CB Bohnert, Cooper	8:30 h:m 8:00am → 5:00pm Break (0:30 h:m) Duplicate Job	8:30 h:m 8:00am → 5:00pm Break (0:30 h:m) Duplicate Job	8:30 h:m 8:00am → 5:00pm Break (0:30 h:m) Duplicate Job	8:30 h:m 8:00am → 5:00pm Break (0:30 h:m) Duplicate Job	8:30 h:m 8:00am → 5:00pm Break (0:30 h:m) Duplicate Job
EB Bohnert, Elizabeth					
JB Bohnert, Jason	▲ 1:15 h:m 11:45am → 2:00pm ClockShark Party Office-206	8:30 h:m 8:00am → 5:00pm Break (0:30 h:m) ClockShark Party			

# WHAT INFORMATION DOES XERO BRING INTO CLOCKSHARK?

Xero does not auto-create anything in ClockShark. But Xero Employees and Earnings Codes are visible on the ClockShark mapping page and are available to map to.



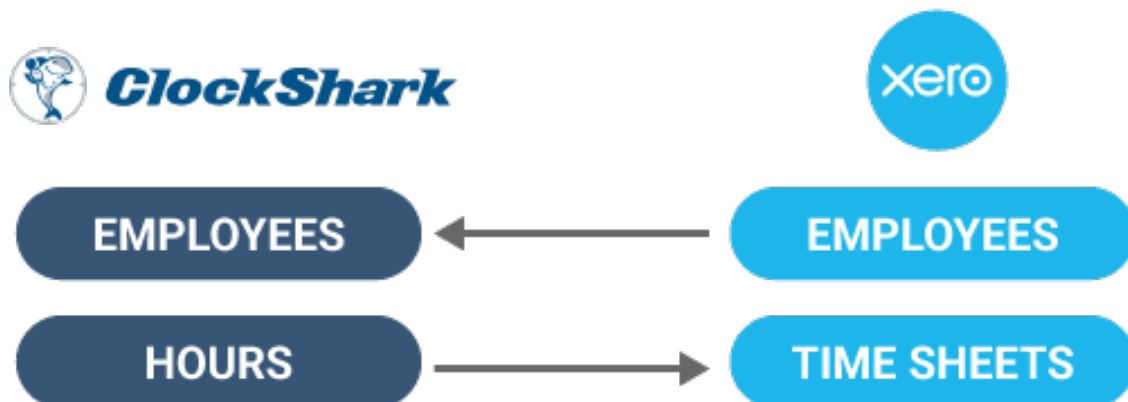


## HOW DOES THE SYNC WORK BETWEEN XERO AND CLOCKSHARK?

There are two parts to the Xero Integration.

1. Syncing Employees and Earnings Codes into the integration mapping page for Xero, which allows you to map Employees entered in ClockShark, to Xero Employees. Time tracked against regular, overtime, or double time is mapped to the correct earnings code.
2. Exporting time data from ClockShark to Xero. To export, go to Timesheets → View Timesheets → Validate that the time data in ClockShark is accurate. Then just export the pay period to Xero by pressing the 'Export to Xero' button.

Time lands in the Xero timesheets immediately.

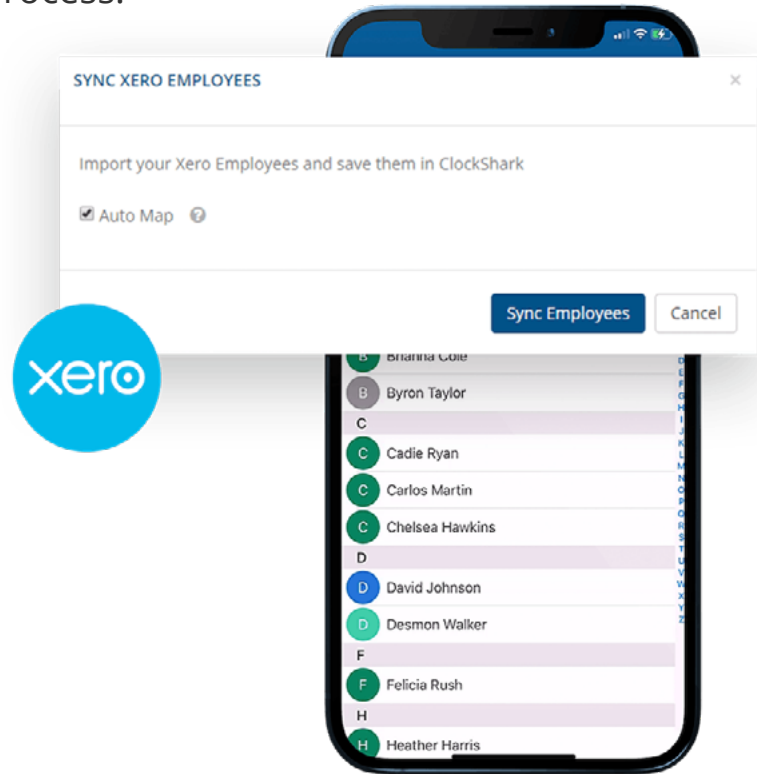


# HOW DOES THE INTEGRATION BETWEEN CLOCKSHARK AND XERO SAVE ME TIME?

When you integrate ClockShark and Xero, you save time by eliminating manual entry and speeding up the payroll process.

## WHAT KIND OF SUPPORT CAN I GET FROM CLOCKSHARK?

Our customer support team is always available to answer any questions you have or walk you through your integration. We can train you on how to use it and help you through any unique situations you may have.



Save Time and Money with ClockShark

[Try ClockShark Free](#)