

Send approved timesheets to Xero

Check a pay period with Preflight, then send the approved timesheets of everyone who is ready to Xero as draft timesheets, and follow each one to Sent to Xero.

WHO IT IS FOR Owner, Admin, Finance	TIME NEEDED About 10 minutes	LAST REVIEWED 2 October 2026
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Who this is for

Permissions: You need **Can export payroll timesheets. Send to Xero** only shows for roles that include it, and Owners and Admins have it. If you cannot see **Send to Xero**, ask an Owner or Admin to check your role.

Before you begin

- **Timesheets** is in your left menu, under **Operations**, for roles that include **Can view timesheets**. See Roles and permissions basics.
- Xero Payroll is connected. If it is not, the **Send to Xero** window only says **Connect Xero in Configuration to send timesheets**. and shows a **Connect Xero** link. See Set up Xero Payroll.
- Your staff are matched to their Xero employees, and your hours are matched to Xero earnings rates. People or pay items that are not matched are held when you check. See Map staff to Xero employees and Map earnings rates in Xero.
- The timesheets you want to send are **Approved**. Only approved timesheets are checked and sent. See Approve timesheets.
- If Pay Levels is on, the pay of each timesheet is resolved. A timesheet whose pay is not resolved is held. See Troubleshoot an unresolved interpretation.



Steps

1 Go to Timesheets > Send to Xero

- 1 In the left menu, under **Operations**, choose **Timesheets**. The **Timesheet review** screen opens on the last period that has finished.
- 2 Check the **Approved** card. It counts the approved timesheets in the period under **Selected period**. Timesheets that are **Submitted**, **Returned** or **Not submitted** are not sent.
- 3 Choose **Send to Xero**, beside **Export Payroll**. A window titled **Send to Xero** opens.

Note: **Send to Xero** sends the timesheets to Xero Payroll as draft timesheets. **Export Payroll** next to it makes a payroll file instead. See Export payroll.

BondiByte

WORKSPACE NAVIGATION

PLATFORM

- Dashboard

OPERATIONS

- Clients
- Staff
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- SIL/Smart Rostering
- Approvals
- Timesheets**
- Invoicing
- Support Coordination

REGISTERS

- Service Agreements
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Timesheets

Demo User
Demo Organisation

Timesheet review

Submitted timesheets require manager action first.

SELECTED PERIOD
14/09/2026 to 27/09/2026

Payroll CSV mappings Create for staff Previous Last completed Current period Next Refresh Export Payroll **Send to Xero**

Submitted 0 Approved 6 Returned 0 Not submitted 0

Total hours submitted
372.25 hrs

STAFF	PERIOD	STATUS	SUBMITTED AT	TOTAL HOURS	SHIFT COUNT	LAST UPDATED	ACTIONS
Sam Demo	14/09/2026 to 27/09/2026	Approved	28/09/2026 15:15	41.50 hrs	11	29/09/2026 15:40	View Approve Return
Morgan Demo	14/09/2026 to 27/09/2026	Approved	28/09/2026 14:15	76.50 hrs	10	29/09/2026 14:40	View Approve Return
Riley Sample	14/09/2026 to 27/09/2026	Approved	28/09/2026 13:15	38.00 hrs	9	29/09/2026 13:40	View Approve Return
Taylor Example	14/09/2026 to 27/09/2026	Approved	28/09/2026 12:15	64.25 hrs	8	29/09/2026 12:40	View Approve Return
Casey Example	14/09/2026 to 27/09/2026	Approved	28/09/2026 11:15	80.00 hrs	7	29/09/2026 11:40	View Approve Return
Jordan Sample	14/09/2026 to 27/09/2026	Approved	28/09/2026 10:15	72.00 hrs	6	29/09/2026 10:40	View Approve Return

Choose Timesheets (1), check the Approved card (2) and choose Send to Xero (3).



2 Choose the fortnight

The window does not use the period on the **Timesheets** screen. It opens on the current fortnight, so check the dates before you go on.

- 1 In **Period start**, check the first day of the period you are paying.
- 2 In **Period end**, check the last day. You can type a date or use the calendar.
- 3 To move a whole period at a time, choose **Previous**, **Current fortnight** or **Next**. The two dates change together, and any earlier check is cleared.

Period start: The first day of the period to check and send. It cannot be after **Period end**.

Period end: The last day of the period. It cannot be before **Period start**.

Previous, Current fortnight, Next: Step back one period, return to the current period, or step forward one period. A step is as long as the period shown.

Important: The period must match one pay period of the employee's payroll calendar in Xero. If it does not, those employees are held. See Map staff to Xero employees.

Send to Xero
Send approved timesheets for the selected period to Xero Payroll as draft timesheets.

Send to Xero

Period start 1 Period end 2

FORTNIGHT 14/09/2026 27/09/2026 Previous Current fortnight Next 3 Preflight

Send ready timesheets to Xero

Transfers for this period

STAFF	STATUS	HOURS	MESSAGE
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Check Period start (1) and Period end (2), or choose Previous, Current fortnight or Next (3).



3 Choose Preflight and read the results

Choose **Preflight**. The button reads **Checking...** while BondiByte checks the period. Nothing is sent. **Preflight results** appears below.

- 1 In **Status**, find each person. **Ready** means their timesheet can be sent. A held person shows **Needs mapping**, **Needs attention** or **Unresolved**. Held people are listed first.
- 2 For a held person, read **Reason**. It says what to fix, and for most reasons a link under it goes to the right place.
- 3 Read the line under the table. It gives the period, the number of approved timesheets, staff and hours, and how many are ready and how many are held. Pay items that need an earnings rate may also be listed above that line, with a **Review mappings** link.

Staff: The person the timesheet belongs to.

Hours: Their approved hours in the period. A held person shows a dash.

Status: **Ready**, **Needs mapping**, **Needs attention** or **Unresolved**.

Reason: For a held person, why. For a ready person, a note such as **Sent without unit items** when pay items counted by the unit were left out.

Note: A ready person with a note such as **Sent without unit items: Sleepover Allowance x 2 (add in the Xero pay run)** will still be sent. Xero timesheets carry hours only, so you add those items in the Xero pay run.

[Send 4 ready timesheets to Xero](#)

Preflight results

STAFF	HOURS	1 STATUS	REASON
Morgan Demo	-	Needs mapping	2 This staff member has no mapped Xero employee. Review Xero Payroll settings
Sam Demo	-	Needs mapping	One or more approved pay items have no mapped Xero earnings rate. Review Xero Payroll settings
Jordan Sample	72	Ready	Sent without unit items: Sleepover Allowance x 2 (add in the Xero pay run)
Casey Example	80	Ready	-
Taylor Example	64.25	Ready	-
Riley Sample	38	Ready	-

Rows 50

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• Item code SATURDAY has no mapped Xero earnings rate.

[Review mappings](#) 3

Fortnight 14/09/2026 to 27/09/2026: 6 approved timesheets, 6 staff, 372.75 hours. 4 ready, 2 held. 1 unit items excluded.

Read Status (1), read the Reason and follow its link for a held person (2) and read the summary line (3).



4 Fix anyone who is held

You can send the ready people now and fix the held people afterwards, or fix them first. Each held person is sent only once they are ready.

Choose the link under the reason, such as **Review Xero Payroll settings**, **Review payroll calendars in Configuration** or **Review Pay Levels**, and fix the cause there. Then come back, open **Send to Xero** again and choose **Preflight** again.

For what each reason means, see Troubleshoot Xero preflight checks.

5 Send the ready timesheets

1 Choose the button that says how many are ready, such as **Send 4 ready timesheets to Xero**. It reads **Sending...** for a moment. It is greyed out until you have run **Preflight**, and when nobody is ready.

2 A message says **Timesheets sent to Xero**.

Warning: If anyone is held and nobody is ready, the window says **Nothing is ready to send. Fix the holds above and run Preflight again.**

Timesheets

Send to Xero
Send approved timesheets for the selected period to Xero Payroll as draft timesheets.

Send to Xero

Period start: 14/09/2026
Period end: 27/09/2026
FORTNIGHT: 14/09/2026
Buttons: Previous, Current fortnight, Next, Preflight

Send 4 ready timesheets to Xero (1)

Preflight results

STAFF	HOURS	STATUS	REASON
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Choose the send button (1). A message confirms Timesheets sent to Xero (2).



6 Check Transfers for this period

Scroll down in the window to **Transfers for this period**. It lists a line for each person who was sent.

- 1 In **Status**, follow each person: **Ready** means waiting to be sent, **Sending** means it is on its way, and **Sent to Xero** means the draft timesheet is in Xero. **Failed** means Xero did not take it.
- 2 Read **Message** for a person who is **Failed** or held. A note under a status, such as **Sent without unit items**, names pay items to add in the Xero pay run.

While anyone is **Ready** or **Sending**, the table refreshes by itself. You can close the window and open it again later to see the latest.

Staff: The person the timesheet was sent for.

Hours: The hours sent.

Status: Ready, Sending, Sent to Xero, Failed, Needs mapping, Needs attention or Unresolved.

Message: Why a person is held or Failed. It shows a dash for a person who was sent.

Fortnight 14/09/2026 to 27/09/2026: 6 approved timesheets, 6 staff, 372.75 hours. 4 ready, 2 held. 1 unit items excluded.

Transfers for this period

STAFF	1 STATUS	HOURS	MESSAGE
Jordan Sample	Sent to Xero 2 Sent without unit items: Sleepover Allowance x 2 (add in the Xero pay run)	72	-
Casey Example	Sent to Xero	80	-
Taylor Example	Sent to Xero	64.25	-
Riley Sample	Sending	38	-

Rows 50 ▾

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Follow each person in Status (1). A note under a status names items to add in the Xero pay run (2).

What happens next

Each person who shows **Sent to Xero** now has a draft timesheet in Xero Payroll for the period. Review it and pay it in Xero, which stays the payment authority.

Your approved timesheets in BondiByte do not change when you send. A timesheet that is already in Xero is not sent a second time.

If you change a person's approved hours after their timesheet was sent, the new hours are not sent to Xero. Correct the draft timesheet in Xero yourself.

Items counted by the unit, such as a sleepover allowance, are not sent in the timesheet. Add them in the Xero pay run.



Important notes

Important: Xero Payroll stays the payment authority. BondiByte sends approved hours as draft timesheets and does not pay anyone.

Warning: Preflight sends nothing. Only the button that reads **Send** followed by the number ready, then **ready timesheets to Xero**, sends timesheets. Check the period before you send, because the window opens on the current fortnight and not on the period shown on the **Timesheets** screen.

Good practice

- Check **Period start** and **Period end** first. The window opens on the current fortnight, which is usually not the one you just approved.
- Run **Preflight** before every send, even for a period you have sent before, because new approvals or changes to mappings can change who is ready.
- Fix held people before the pay run, not on the day. A held person is not sent until the cause is fixed.
- After sending, check **Transfers for this period** until everyone is **Sent to Xero**.
- Add unit-based items, such as sleepovers, in the Xero pay run. The check names them for each person.

Troubleshooting

I cannot see **Send to Xero** on the **Timesheets** screen.

Why it happens: Your role does not include **Can export payroll timesheets**.

What to do: Ask an Owner or Admin to check your role.

The window says **Connect Xero in Configuration to send timesheets**.

Why it happens: Xero Payroll is not connected for your organisation.

What to do: Choose the **Connect Xero** link and follow Set up Xero Payroll.

The window shows a different period from the one I approved.

Why it happens: The window opens on the current fortnight, not on the period shown on the **Timesheets** screen.

What to do: Choose **Previous**, or type the dates in **Period start** and **Period end**.

Preflight is greyed out.

Why it happens: **Period start** or **Period end** is empty.

What to do: Fill in both dates, or choose **Current fortnight**.

The results table says **No approved timesheets** and **No approved timesheets were found for this period**.

Why it happens: Nothing is approved in the dates you chose.

What to do: Check the dates, or approve the timesheets first. See Approve timesheets.

Someone is held, and the **Reason** column says **why**.

Why it happens: Their mapping, pay or payroll calendar needs attention.

What to do: Follow the link beside the reason. See Troubleshoot Xero preflight checks.



A note says an employee is on a payroll calendar in Xero that does not match this period.

Why it happens: The period you chose does not match one pay period of that employee's calendar in Xero.

What to do: Choose **Review payroll calendars in Configuration** and follow the note there.

The send button is greyed out, or the window says **Nothing is ready to send. Fix the holds above and run Preflight again.**

Why it happens: You have not run **Preflight** for these dates yet, or nobody is ready.

What to do: Choose **Preflight**. If everyone is held, fix the reasons shown and run it again.

A person shows **Failed in Transfers for this period.**

Why it happens: Xero did not take the timesheet. **Message** says why.

What to do: Read **Message** and fix the cause where it says. If you cannot tell the cause, contact BondiByte support.

Need more help?

Guides: bondibbyterobotics.com.au/guides | Support: support@bondibbyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
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