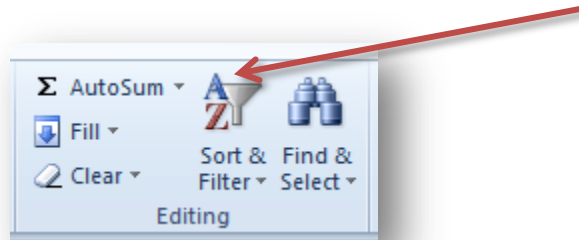**Export from datamaxx for 1 day with Overtime Codes:**

Create an export from Datamaxx each time using a date range for the whole pay week:

1. Open the export in excel
2. In step one of the import wizard choose fixed with, Step 2 – choose comma delimited, Step 3 - Finish
3. Highlight the whole Date Column and Click the Sort & Filter option

4. Click the Down arrow in that column and uncheck the date you want to import into timberline and click ok.
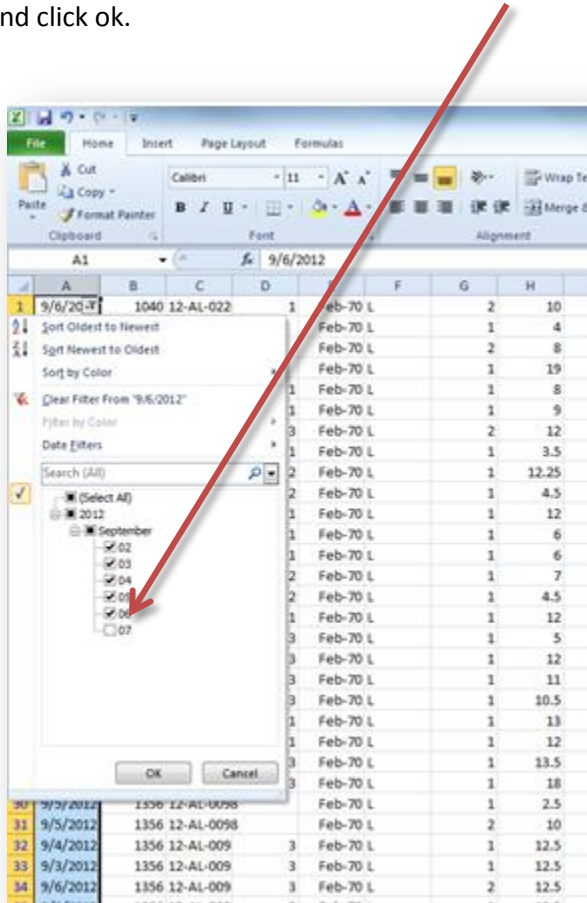
5. Highlight everything visible and delete
6. Click on the Date Column filter again, uncheck select all and check the date you want and click ok
7. Select all Rows with data, copy click a new sheet at the bottom and save as a .csv file
8. Browse to the .csv file and change the file extension back to .txt
9. Import into timberline