

THE BASICS

This guidance is for self-employed PA's or anyone who provides support to submit a timesheet for payment.

1. Go to www.myvirtualwallet.co.uk and click "Login to Virtual Wallet" and then enter your email address and password when prompted.

Login to Virtual Wallet

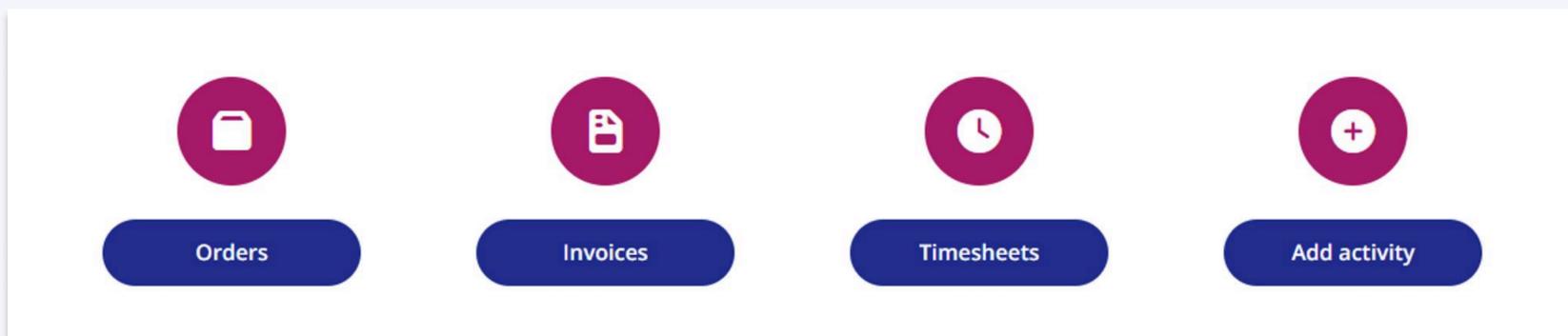
This will take you to the dashboard.

2. Creating a new timesheet

You must only fill in a timesheet after you have finished your last appointment for the individual in that week.

Here is the quickest way to enter your weekly timesheet.

1 Once logged in scroll down and select "Add activity"

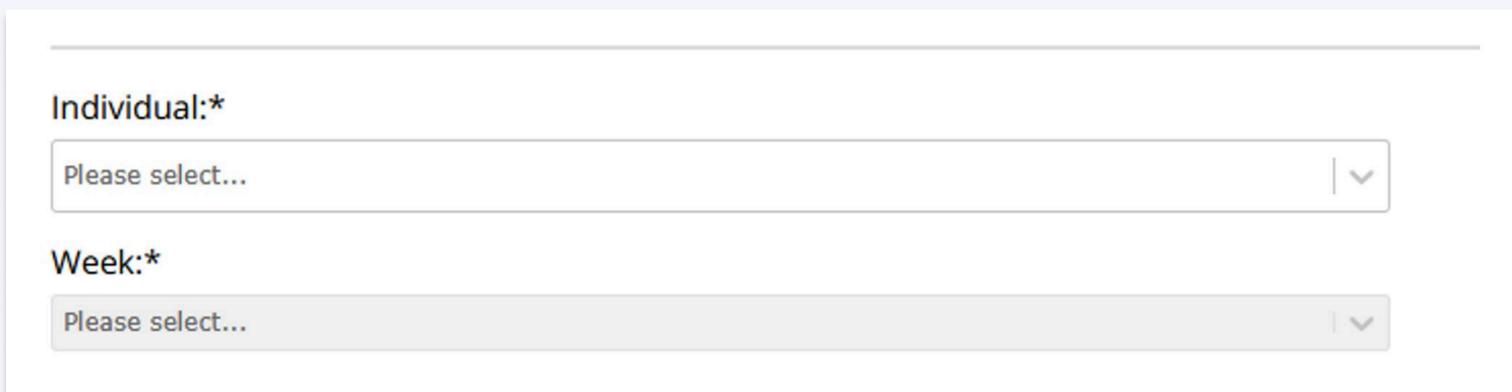


2 Press "Add to week"

Add to week

3 Select the individual in the drop down

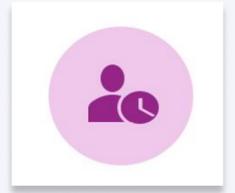
4 Select the required week in the drop down

A screenshot of a form with two dropdown menus. The first is labeled 'Individual:*' and has a text box containing 'Please select...' and a downward arrow. The second is labeled 'Week:*' and also has a text box containing 'Please select...' and a downward arrow.

5 Press "Next"

6 Press service and input the hours delivered.

If you didn't work that day leave it blank – If there are multiple rates, please select the correct one and you will have opportunity to select another rate further down.



7 Once hours have been input, tick the check box to confirm accuracy and then click save activities

I have checked each activity for accuracy and confirm that all listed activities have been delivered as stated during this week*

Save activities

8 Read the pop up and press submit now.

Timesheet period: 23 February 2026 - 01 March 2026

Period start - 23/02/2026 Period end - 01/03/2026

23/02/2026
Added

Activities added for week 23/02/2026 - 01/03/2026

Your activities for this week have been successfully recorded.

Would you like to submit the timesheet 141905 for this period?

Timesheet details are the following:

Total hours: 1 hour
Total amount: £15.00

[To review all details of the timesheet click here](#)

Submit now **Not now**

Once the timesheet is submitted, notification will be sent to the approved person to approve for payment.

ADDITIONAL FEATURES

Copy Week

If your hours are the same each week, you do have the option to 'copy activities from previous week'.

Simply select the week that you are copying and press next.

Sarah Connelly

Week: Start 02/02/2026 End 08/02/2026
Timesheet period: Start 02/02/2026 End 08/02/2026

Contracted hours per week: 50 hours
Hours remaining: 44 hours

Individual:*
Sarah Connelly

Week:*
02/02/2026 - 08/02/2026

Copy activities from previous weeks

Period for copying activities:*
26/01/2026 - 01/02/2026 (Services&Holidays: 6h)

Category types for copying:*
Service X

Next

Check the hours by pressing the small arrow on the right.
Tick the check box to confirm accuracy and then click save activities.

Notification bell



- You can submit timesheets using the notification bell on the top right upon login.
- After logging in, click the notification bell to see if a timesheet is due.
- Selecting the notification will take you directly to the activities page.
- The notification bell will also inform you when a timesheet has been approved.

Reviewing Timesheets

From the dashboard click "Timesheets" to see all timesheets you have sent to your approved person.

Once a timesheet is submitted it will show as 'Waiting Approval'. Your approved person will be notified that there is a timesheet to review.

Sarah Connelly Awaiting approval

Timesheet period:	Submit date:	Payment due:	Timesheet no.:	Amount: £96.00
Start: 02/02/2026 End: 08/02/2026	05/02/2026	08/02/2026	000296	Total hours: 6.00

View

They have the ability to accept or reject a timesheet. If your approved person rejects or raises a conflict with a timesheet, you should view the details, and make changes as required to resubmit the timesheet for approval deadline.

Once timesheets have been submitted and approved as per your deadline, wages will be paid automatically from the Virtual Wallet. You will be able to see your payslip in the Brightpay app.

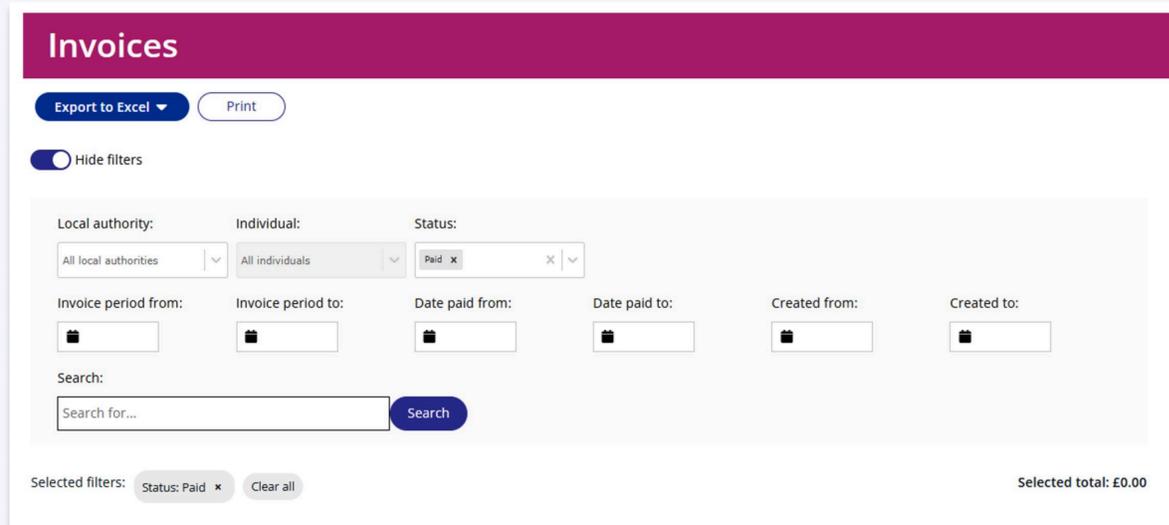
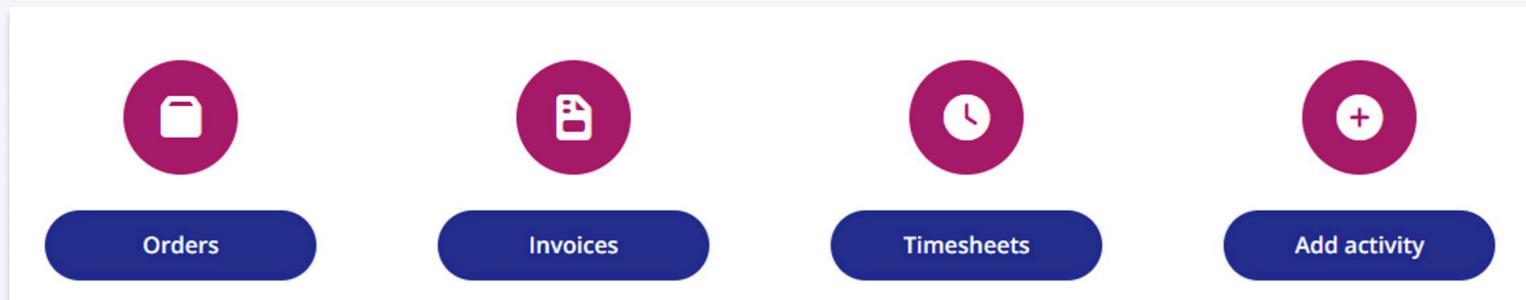
Timesheet status

It is your responsibility to ensure that your timesheet is submitted for approval as per your pay schedule.

- **In progress** – You will typically see this when your pay period is still open
- **Awaiting Approval** – This timesheet requires approval by the approved person
- **Awaiting Payroll** – Timesheet is with the payroll team ready for processing
- **Paid** – The payment has been sent to you

Tracking your invoices

For each timesheet that has been approved, an invoice is created. If you need to see invoices, go to your dashboard and press “Invoices”.

A screenshot of the 'Invoices' page. At the top is a purple header with the word 'Invoices'. Below it are two buttons: 'Export to Excel' and 'Print'. A 'Hide filters' toggle is visible. The main area contains several filter sections: 'Local authority:' with a dropdown menu showing 'All local authorities'; 'Individual:' with a dropdown menu showing 'All individuals'; 'Status:' with a dropdown menu showing 'Paid' and a close button 'x'; 'Invoice period from:' and 'Invoice period to:' with calendar icons; 'Date paid from:' and 'Date paid to:' with calendar icons; 'Created from:' and 'Created to:' with calendar icons. There is a search bar with the text 'Search for...' and a 'Search' button. At the bottom left, it says 'Selected filters: Status: Paid x Clear all'. At the bottom right, it says 'Selected total: £0.00'.

Press “View invoice” to view a breakdown of the payment and will also give you the option to print summary invoice document(s) so you can save and/or print for your own records. Check the box by the invoice name, then click “Export to Excel” as an alternative way to store the invoice for your records



Mileage

- Add the date the mileage occurred and the total miles travelled (only if allowable and previously agreed).
- You can add more mileage for each day it occurred, but only once per day.
- If you didn't incur mileage that day, leave it blank.
- You must always add a note to explain why the mileage occurred.
- You can only add a mileage activity type once per week.



Expenses

- Add one entry per receipt.
- Select the date the expense occurred and the total amount to be claimed.
- You must always add a note to explain why the expense occurred.
- You must always add a legible copy of the receipt.
- You can add more than one expense per day.
- You can only add an expense activity type once per week.

FIND OUT MORE

Go to the website support.myvirtualwallet.co.uk for videos and further information about Virtual Wallet.

If you can't find what you need, use live chat to contact us directly. There is a link at the bottom of every page on the website.