VIRTUAL WALLET

QUICK REFERENCE GUIDE

www.myvirtualwallet.co.uk

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.

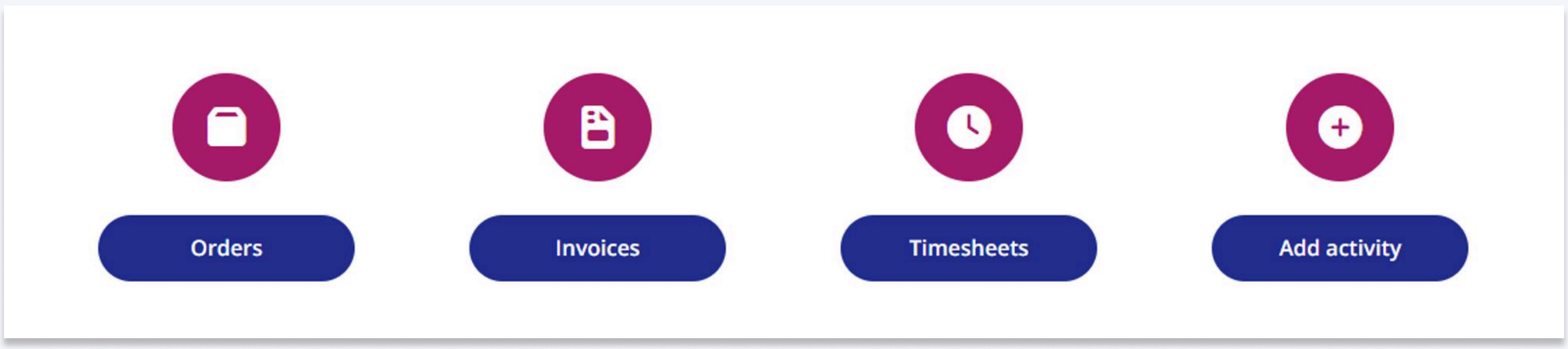
This will take you to the dashboard.

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"

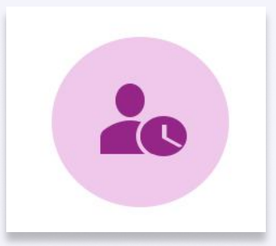
3 Select the individual in the drop down

4 Select the required week in the drop down

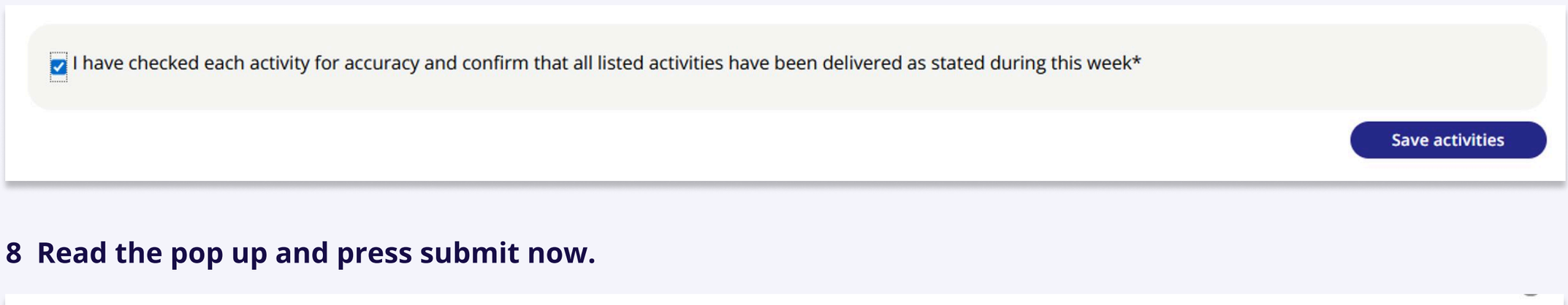
5 Press “Next”

6 Press service and input the hours delivered.

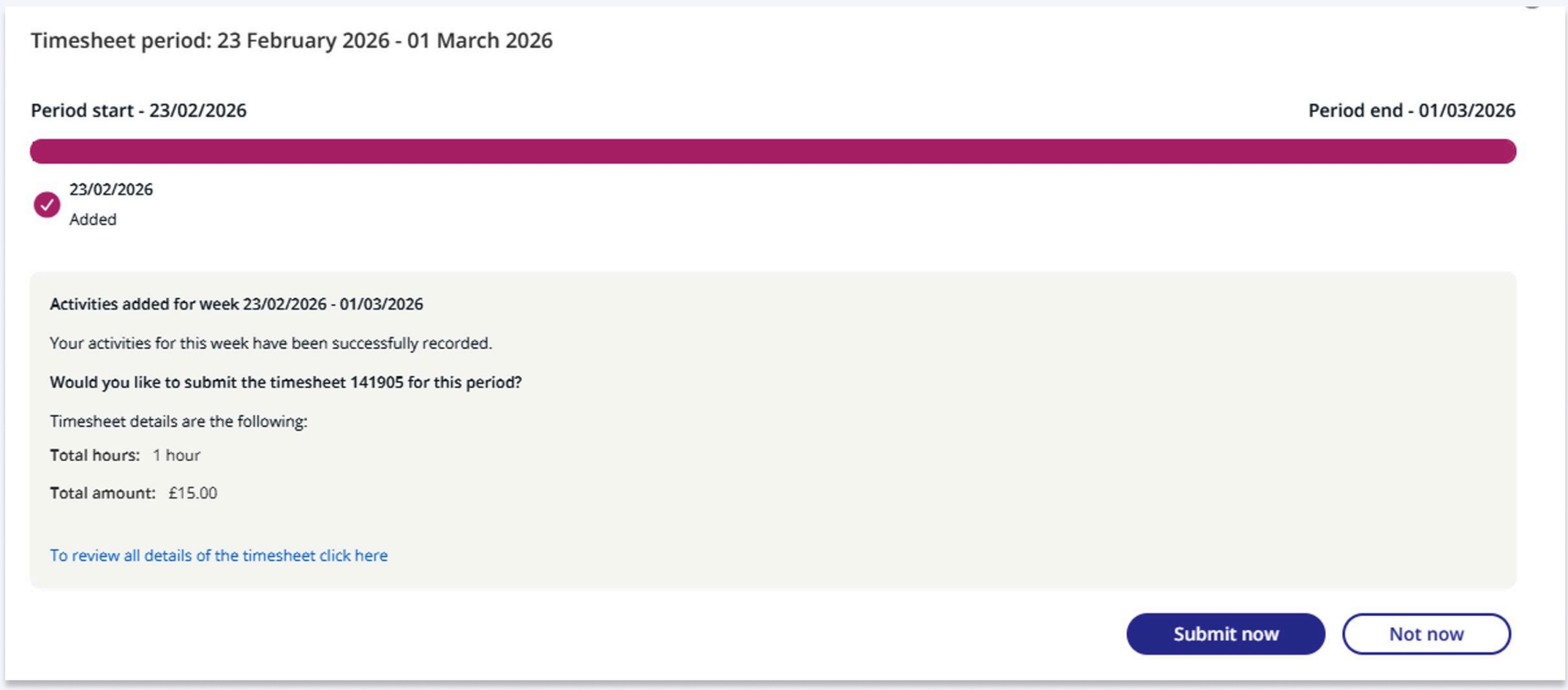
If you didn’t work that day leave it blank – If there are multiple rates, please select the correct one and you will have opportunity to select another rate further down.



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



8 Read the pop up and press submit now.



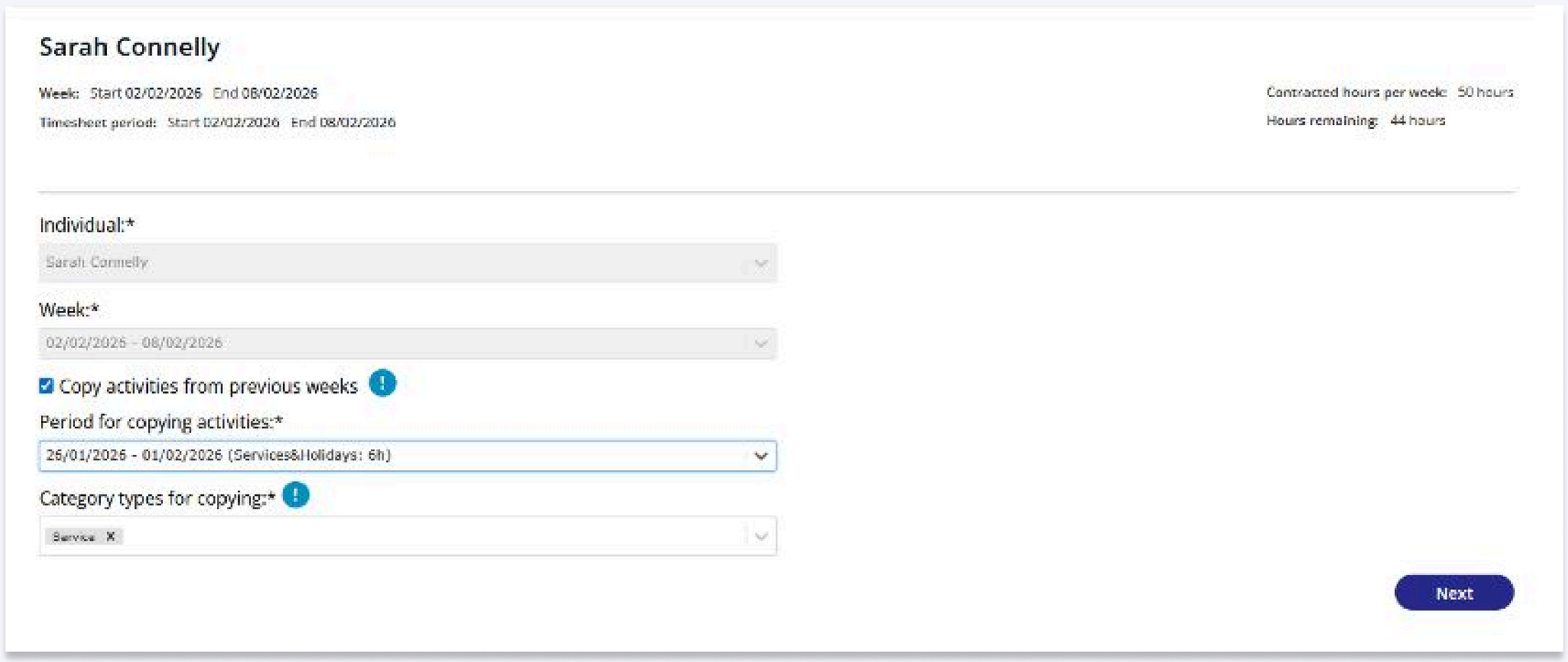
Once the timesheet is submitted, notification will be sent to the approved person to approve for payment.

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.



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.

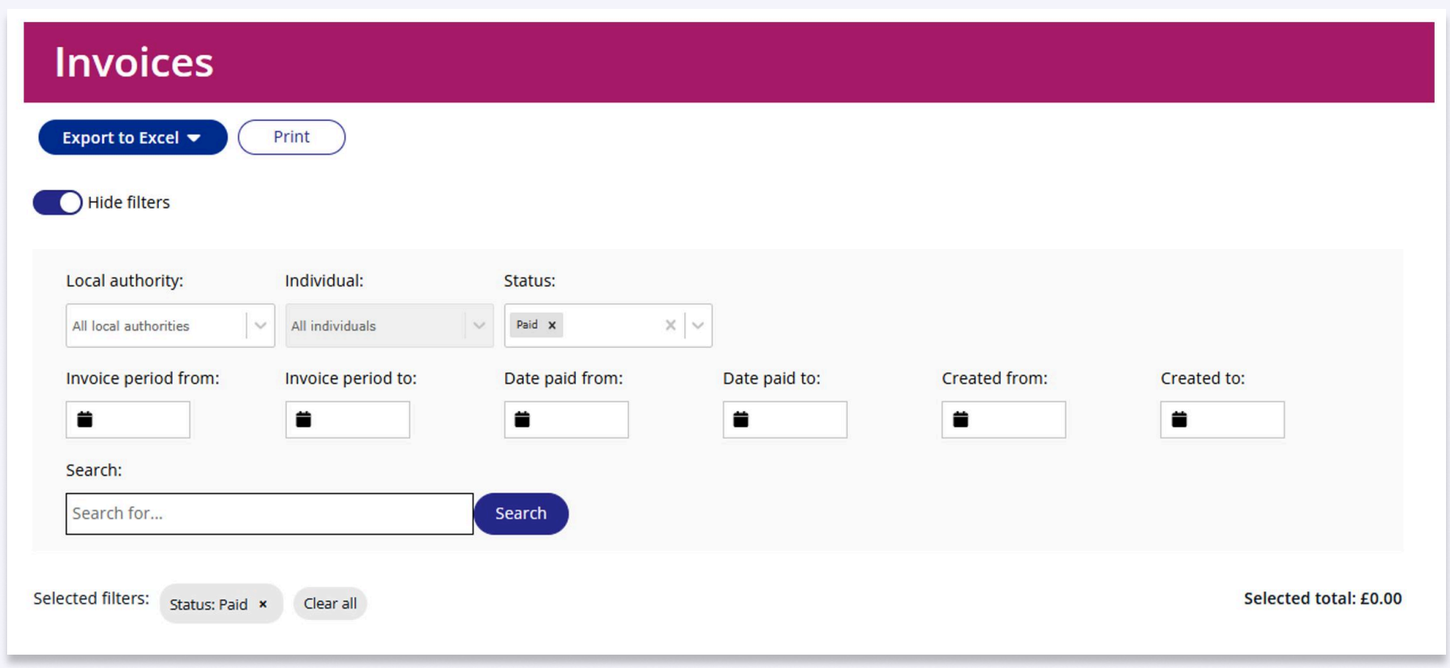
They have the ability to accept or reject a timesheet. If your approved person rejects or raises a conflict with a timesheet, you should view the details, and make changes as required to resubmit the timesheet for approval deadline.

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 you 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”.



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.