

## QUICK GUIDE: SUBMITTING TIMESHEET ACTIVITIES

**You can only add activities allowed by your contract and funding authority.**

### 1. Service activities

- Most activities you submit will be a **service**.
- When you select this type, you'll see your list of services and rates.
- For each day worked, enter the **actual hours and minutes** (round minutes down to the nearest 5).
- If you didn't work that day, **leave it blank**.
- If your service or rate changes, record hours for **each service separately**.
- You can only add **each service/rate once per week**.

### 2. Holidays

- Holiday entitlement is typically **accrued if you're employed**, but not if you're self-employed.
- If holidays are available, you can add a **holiday activity**.
- For each day you booked holiday time, enter the **actual hours and minutes**.
- You can only add the Holiday activity type **once per week**.

### 3. Agreed Mileage

- only available **if allowed in your contract**.
- 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 the mileage activity type **once per week**.

### 4. Expenses

- only available **if allowed in your contract**.
- 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**.

### 5. Sleep-In Shifts

- Only available if **part of your contract**.
- **Waking nights** are most likely an hourly rate (book as a service activity).
- **Sleep-ins** are fixed hours for a set amount.
- Choose the **Sleep-In option** if you worked a sleep-in during this pay period.
- **Select each day** you worked a sleep-in
- You can only add the **sleep in activity type once per week**.

## FIND OUT MORE

Go to the website [support.myvirtualwallet.co.uk](http://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.