

APPROVING TIMESHEETS

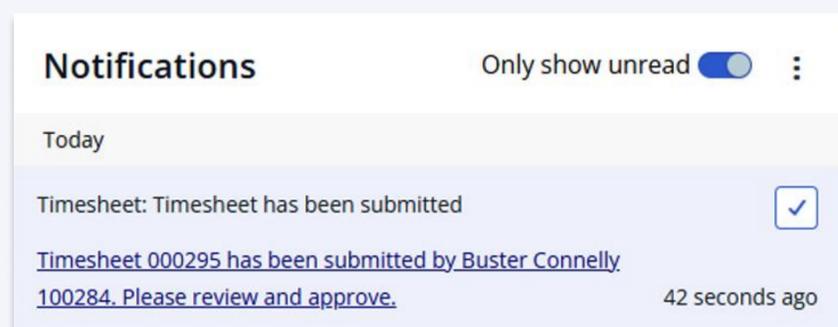
You will receive an email notification when a timesheet is submitted. You can approve from the email notification or follow the instruction below.

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](#)

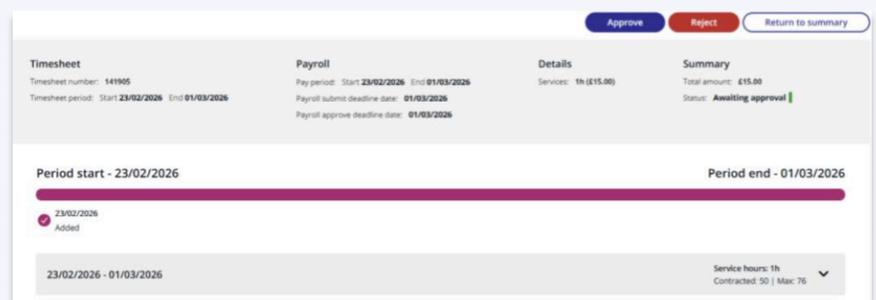
If you are managing the account on someone's behalf, press "individuals" and press "work as".

2. The fastest way to approve a timesheet is by pressing the notification bell on the top right and pressing the underlined blue action.



3. Here you can approve or reject.

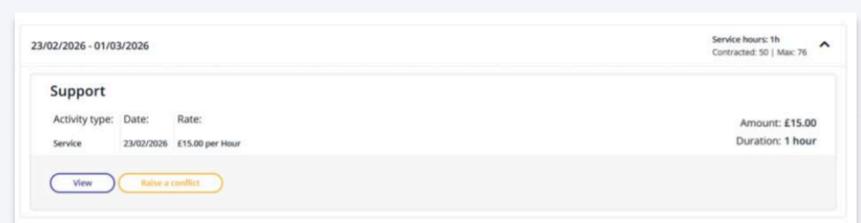
To see more details of the timesheet press the arrows on the right



4. This will give you the option to view or raise a conflict if you believe the hours are incorrect.

To raise a conflict, press "raise a conflict" input a reason and press "confirm conflict" a notification is then sent to the PA to prompt them to login and make any necessary changes.

You can also view timesheets by pressing "Personal assistant" this page will list all timesheets in all status.



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.