

THE BASICS

This guidance is for employed PA's and anyone who provides support where the employer uses PPL Payroll as the payroll provider

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

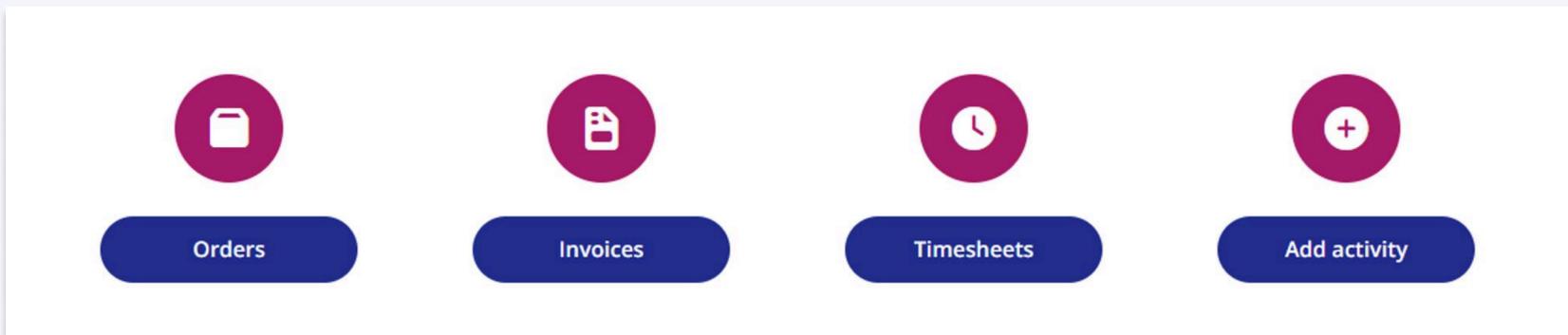
For best practice we recommend you complete timesheets on a Monday morning each week before 12 noon, recording your hours for the previous week.

A single timesheet will cover your full payment period. You will need to record your activities each week but only submit the timesheet for approval at the end of the period. All timesheets will need to be submitted and approved by the deadline as per your pay schedule.

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"

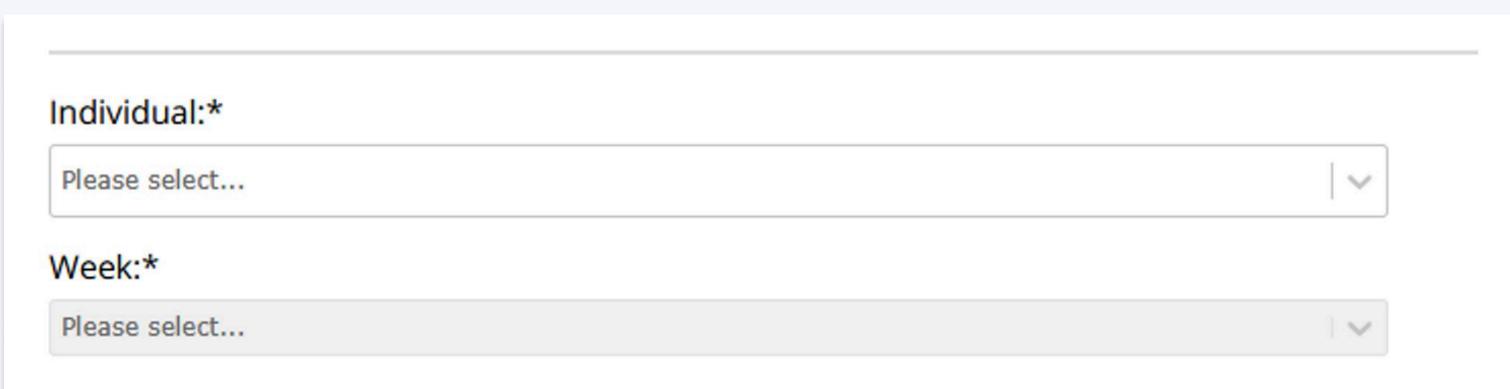


2 Press "Add to week"



3 Select the individual in the drop down

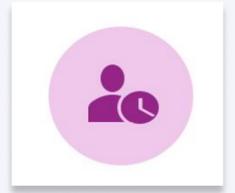
4 Select the required week in the drop down

A screenshot of a form with two dropdown menus. The first dropdown is labeled "Individual:*" and has a placeholder text "Please select...". The second dropdown is labeled "Week:*" and also has a placeholder text "Please select...". Both dropdowns have a small downward arrow icon on the right side.

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

THIS WILL BRING YOU TO THE PROGRESS BAR WHICH DISPLAYS THE PERIOD STATUS

Timesheet period: 29 December 2025 - 25 January 2026

Period start - 29/12/2025 Period end - 25/01/2026

Progress bar: 25% complete (filled to 29/12/2025)

29/12/2025 Added	05/01/2026 In progress	12/01/2026 Not submitted	19/01/2026 Not submitted
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Activities added for week 29/12/2025 - 04/01/2026

Your activities for this week have been successfully recorded. You must continue to log your timesheet activities each week. Once the progress bar is full you will be able to submit the whole period for approval and payment.

Close

8 On your final week of you pay period the submit option will be available.

Timesheet period: 29 December 2025 - 25 January 2026

Period start - 29/12/2025 Period end - 25/01/2026

Progress bar: 100% complete (filled to 19/01/2026)

29/12/2025 Added	05/01/2026 Added	12/01/2026 Added	19/01/2026 Added
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Activities added for week 19/01/2026 - 25/01/2026

Your activities for this week have been successfully recorded.

Would you like to submit the timesheet 141907 for this period?

Timesheet details are the following:

Total hours: 7 hours
Total amount: £88.20

[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

ADDITIONAL SERVICE CHARGES

If mileage, expenses and sleep-in shifts are included in your payment the options will be available for you to select



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.



Sleep-In Shifts

- 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 a sleep in 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.