

THE BASICS

This guidance is for employed PAs where the employer uses VW Payroll as the payroll provider and for self-employed PAs where their client uses Virtual Wallet.

Please speak to your employer about how you should submit your timesheet for other payroll providers.

Login to your account

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.



CREATING A NEW TIMESHEET

It is best to complete timesheets on a Monday morning each week before 12 noon, recording your hours for the previous week. You must only fill in a timesheet after you have finished your last appointment for the individual in that week.

1. From the dashboard click “New timesheets” and then select the name of your client.

Now enter the start date from the on-screen calendar. Please always select a Monday to start your timesheet.

2. Select the service and rates that you would like to enter on the timesheet. Click “search” to see the list of services that have been setup for you.

3. Input the hours and minutes of service provided each day.

4. You will see the total hours update automatically.

Add any mileage or expenses, but only if allowed within your contract. You will also be able to claim holiday entitlement in the timesheet.

Once you have completed the details, click “Submit timesheet”.

Note: If you have delivered services that are charged at different rates in the same week, you should complete a timesheet for each of those services.

FIND OUT MORE

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

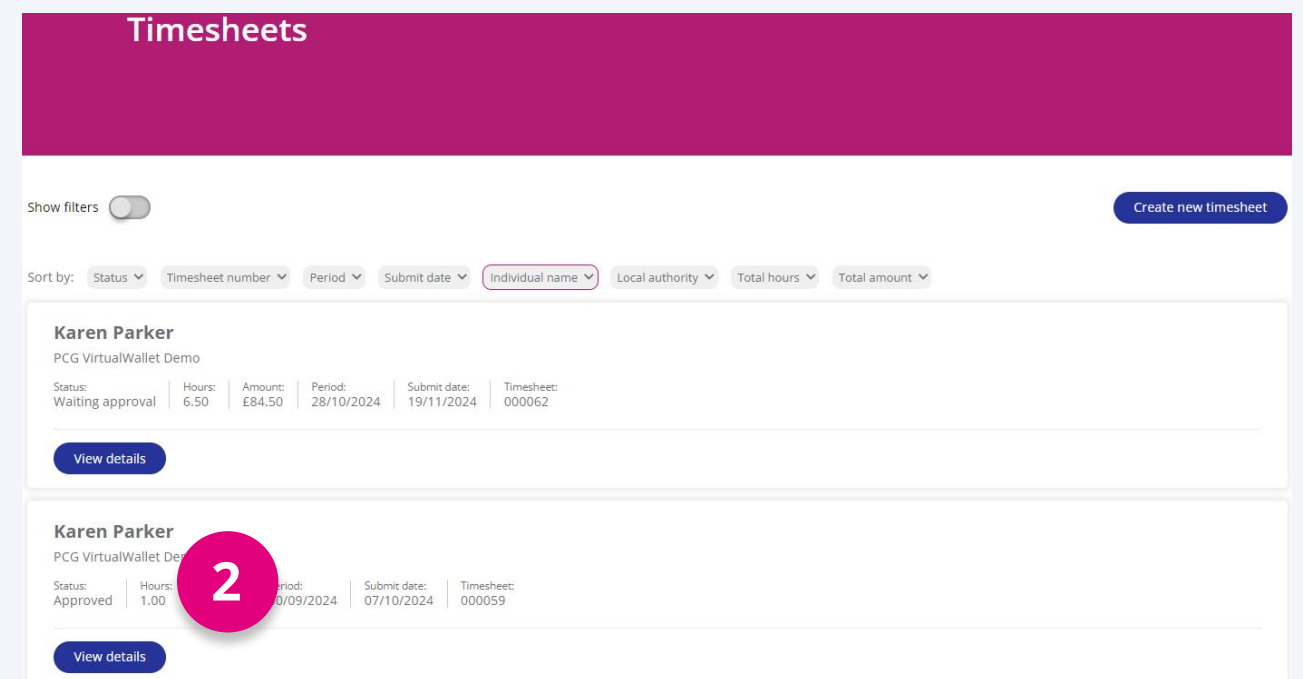
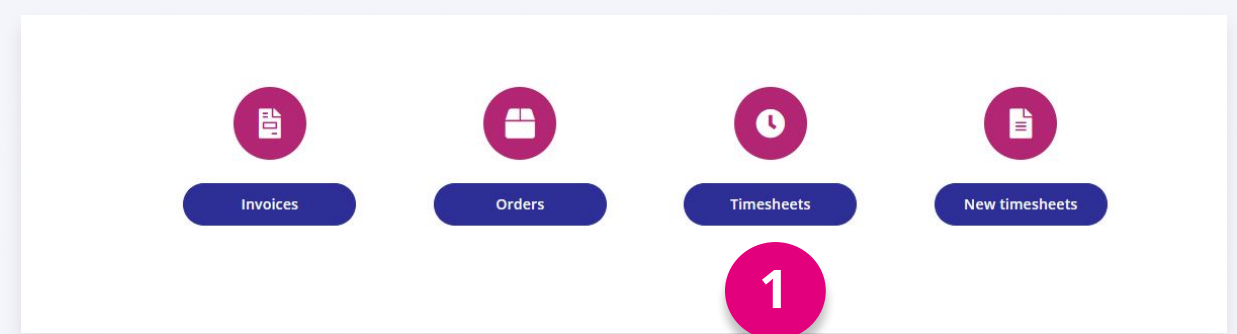
If you can't find what you need, use live chat to contact us directly. There is a link at the bottom of every page on the website.

REVIEWING TIMESHEETS

1. From the dashboard click “Timesheets” to see all timesheets you have sent to your employer in Virtual Wallet.
2. After submitting a timesheet it will show as ‘Waiting Approval’. Your employer will be notified that there is a timesheet to review. They have the ability to accept or reject the timesheet.

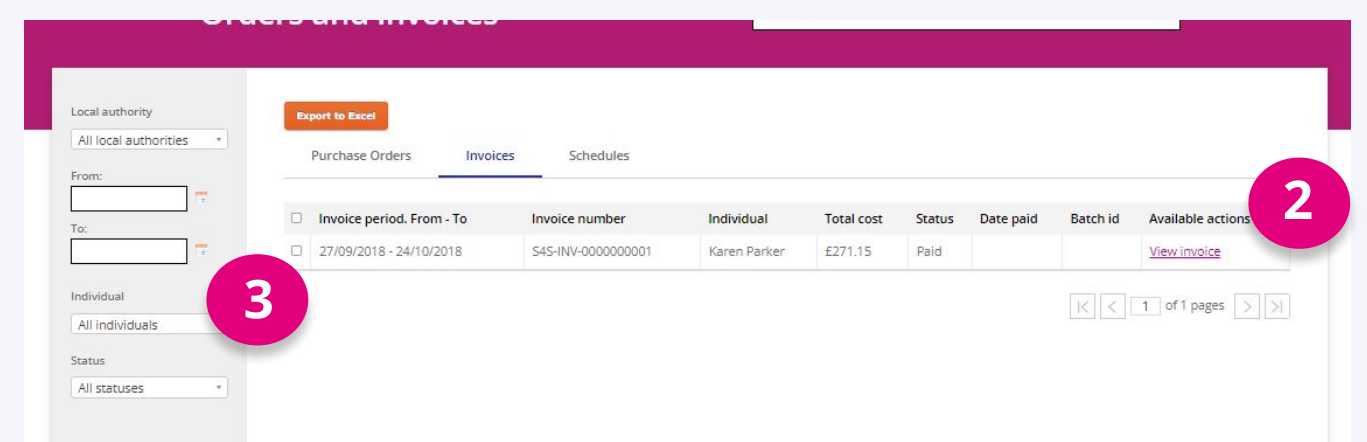
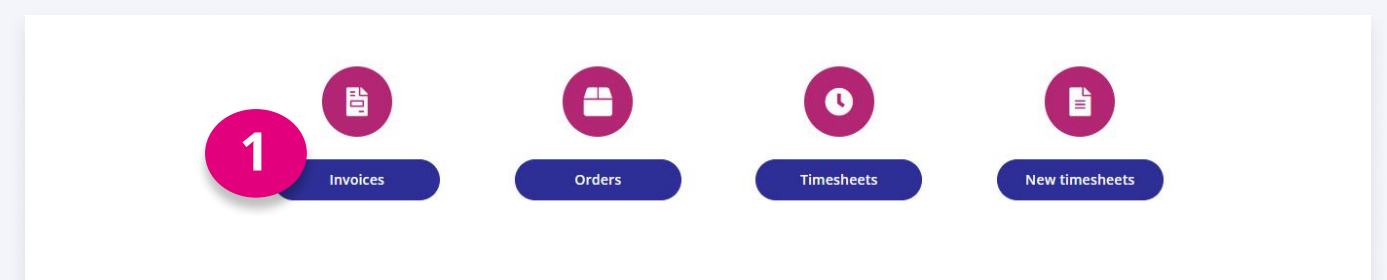
If your employer rejects a timesheet, you should view the details, and make changes as required to resubmit the timesheet for approval.

If your employer uses VW Payroll as their payroll provider then once timesheets have been submitted and approved then your wages will be paid automatically from their Virtual Wallet account on the agreed schedule.



TRACKING YOUR INVOICES

1. For each timesheet that has been approved, an invoice is created. If you need to see invoices, go to your dashboard and click “Invoices”.
2. Click “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.
3. Check the box by the invoice name, then click “Export to Excel” as an alternative way to store the invoice for your records.



If you are a self-employed PA, then the invoice for each week will be grouped and automatically paid at the end of the period.

PAYSLIPS

If your employer uses VW Payroll as the payroll provider then once timesheets have been submitted and approved then your wages will be paid automatically from their Virtual Wallet account on the agreed schedule. You will be able to see all payslips and all payments, including those to HMRC in the Brightpay app.

For any other payroll services, you should speak to your employer or their payroll provider directly about any questions relating to payslips and timesheets. The Virtual Wallet team will work with other payroll providers. Those providers send details of how much to pay you (and other organisations such as HMRC) each month but we are not able to answer any questions about the payment details.

If you are interested in moving to the VW Payroll service, you should speak to your employer in the first instance. Follow the link below to the support hub where you will find more information about the service.

FIND OUT MORE

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