

## IPSA's Top Tip

Remember to keep all receipts for payment card transactions. To distinguish these receipts from others you may claim against, you might wish to mark receipts from transactions made on the payment card, by writing 'PC' on the top right corner and keeping them separate from other receipts.

## This week's news:

### New staff members

To help you complete the paperwork for a new member of staff, we have created a checklist showing what documents IPSA needs to approve and process a new starter for payroll. There are four things to remember:

- to sign the original contract,
- to sign the original job description,
- to complete the new employee starter form (including the connected party declaration),
- to complete the P45, P46, or P38 as relevant.

Once you have done this, please return all documents to IPSA.

### Part-time Salaries

We have had a number of queries about part-time salaries for MP's staff and how to document this on the contract.

In paragraph 4 of the permanent and fixed-term contracts of employment, please state the full-time salary plus 'pro-rata' next to this amount. i.e. £30,000 pro-rata

If you wish to calculate the part-time salary, please use the following calculation:

$(\text{Full-time equivalent salary} \div \text{full-time equivalent hours}) \times \text{actual hours}$

An example

Full-time equivalent salary is £30,000

Full-time equivalent hours are 37.5

Actual hours are 30

$(£30,000 \div 37.5) \times 30 = £24,000$

**Annual Leave for Part-time Staff**

To calculate annual leave entitlements for part-time staff, please use the following calculation:

$(\text{Full-time equivalent leave (in days)} \div \text{Full-time equivalent hours}) \times \text{actual hours}$

An example

Full-time equivalent leave is 25 days

Full-time equivalent hours are 37.5

Actual hours are 30

$(25 \div 37.5) \times 30 = 20 \text{ days}$

## Reconciling payment card transactions

Many of you have asked us to set out the reconciliation process for payments cards.

Every month, Barclaycard Commercial will issue a payment card statement detailing the last month's transactions. You will also receive an email when the statement is loaded onto the online system advising you of the need to reconcile the payment card. In doing so, the key thing is not to make duplicate claims for items already paid for on the payment card.

The reconciliation process is done on the online system, and the process is similar to making any other claim.

- After logging onto the online expenses system, you should click on **Claims/Forms In Progress**.
- Next, click on the **Form Number** of the payment card. The payment card form will have certain details already completed, such as **Transaction Date, Details, Reference** and **Expense Value**. These cannot be changed. As with any payment card, the transaction date may be later than the receipt date because of a delay in the vendor processing it.
- Click in the light blue area of **Short Description** and enter a description, such as **2010.11 payment card**. This would show the form is for November's payment card statement.
- For each transaction click on the drop down menu of **Select an Item**, and select the appropriate item from the list.
- Complete the mandatory fields which have not been completed automatically.
- Check that the **Expense Value** matches your statement and receipt.
- Add any additional notes which will help to explain the expense in **Your Notes**.
- After you have entered the required details you should save the form by clicking **Check and Save**
- After completing the form you should submit it as you would with any other claims by using **Submit Form** and then print the **Cover Sheet**.

### Contacting IPSA

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