

From all of us here at IPSA, we wish you a very Merry Christmas and Happy New Year!

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IPSA telephone line opening hours over Christmas

Our telephone line opening hours over the Christmas period will be as follows:

Monday 22 December	Open as usual
Tuesday 23 December	Open as usual
Wednesday 24 December	10am to 12pm
Thursday 25 December	Closed
Friday 26 December	Closed
Monday 29 December	Open as usual
Tuesday 30 December	Open as usual
Wednesday 31 December	Open as usual
Thursday 1 January	Closed
Friday 2 January	Closed

We will resume our normal opening hours from Monday 5 January.

Payroll dates in December

Just a reminder that payday in December is still the last working day of the month, which is Wednesday 31 December. The cut off for online timesheets is tomorrow, Wednesday 17 December, which is earlier this month due to the Christmas period. All our payroll dates can be found on our website [here](#).

Please note that, due to the Christmas period, no advance payments will be processed and/or paid until the week beginning 5 January 2015. It is important, therefore, that all payroll-related information is submitted and all timesheets are authorised before the cut-off date.

Payslips will be posted out as normal but will be subject to amended Royal Mail delivery schedules over the holidays.

Claims payments

Please note that our last claims payment before Christmas will be made on Tuesday 23 December. Claims that we process over Christmas after this date will be paid in the New Year, on Monday 5 January.

Claim collection during the Christmas period

The last collection from the drop box in the Portcullis House Post Office will take place on Tuesday 23 December at around 3.30pm. We will also collect from the drop box on Tuesday 30 December, again at around 3.30pm. We will resume the usual daily collection each morning from Monday 5 January. You can still post your claims to us at IPSA, 4th Floor, 30 Millbank, London SW1P 4DU, via Royal Mail throughout the Christmas period (which will be subject to amended Royal Mail delivery schedules).

New RSA software tokens – update

We are providing MPs and their staff with a software token to install on your computer, to replace the physical RSA tokens you currently use to securely access IPSA's online expenses system. Many of you have already made this transition. If you have not, you should do so now. The physical tokens will expire next year and will no longer work.

Software tokens can be installed on a range of mobile devices and laptops, as well as desktop computers. The new RSA software tokens offer the same level of security as the hardware tokens that you currently use. You can [click here](#) to read more about RSA Software tokens and you can also [click here](#) for a short video guide.

So that we can issue you with a software token, visit <http://mobile.parliamentarystandardsbackend.org.uk/> using the device on which you want to install the software token. Then answer a few security questions. The software token will then be emailed to you. Your old physical token should be returned to us.

Consultation on the review of the Scheme

Just a reminder that our consultation on the review of the Scheme is still open until 18 January 2015. The consultation is relatively small in scale this year but includes important questions on changes to MPs' staff pensions to ensure these comply with auto-enrolment legislation. We wrote to all of you on 26 November outlining these required changes to staff pensions. There are also questions about subsistence claims for MPs' staff members and the requirements on MPs in relation to their leases, as well as general questions about the Scheme rules and budgets. The consultation document is available on our website [here](#). We are keen to hear your views - you can respond to the consultation by email (schemeconsultation@parliamentarystandards.org.uk) or by post to our address below.

IPSA Contact Details

Phone: IPSA Information Line: 020 7811 6400 (Open daily from 10am to 5pm – see above for our Christmas hours)

Email: info@parliamentarystandards.org.uk

Post: IPSA, 4th floor, 30 Millbank, London, SW1P 4DU

Website: www.parliamentarystandards.org.uk