

8 September 2015

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#### Time sheets

We have added a quick link to our [website](#) to make it easier for staff to access their online timesheets. You can find this on the right hand side of the homepage [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk), in the quick links section. MPs or proxies will still need to log in using their software tokens to authorise the timesheets as they do now.

Just a reminder that you only need to complete the field titled 'Contingency' if your hours worked are due to cover for someone on long term sick (more than 2 weeks) or maternity leave.

We also recommend that timesheets are submitted on a regular basis rather than submitted in bulk. This will ensure that there is sufficient time for them to be processed by the deadline.

#### Staff budget reports

The staff budget report tool is now available for new MPs. You can access information on your staffing budgets through the online expenses system.

#### Reminder of payroll cut-off dates

A reminder that **all timesheets need to be submitted and authorised by 15<sup>th</sup> of each month**. This allows our payroll team sufficient time to process these payments and to make sure all authorised timesheets submitted by the deadline will be included in that month's payroll.

A full list of payroll cut-off dates are listed on [our website](#) and if you have any questions about this, then please get in touch on the details below or you can email [payroll@parliamentarystandards.org.uk](mailto:payroll@parliamentarystandards.org.uk)

#### Payment card reconciliation

A reminder that you must reconcile your payment card within thirty days of the transactions being uploaded onto the online expenses system. You will receive an email when this happens and this will

also include the deadline to reconcile by. If you do not meet this deadline, it could lead to your payment card being temporarily suspended.

### **Change to your accommodation status**

If you move out of your IPSA financed rental accommodation and need to stay in hotels for a brief period before moving into new premises, please make sure that you register your intent to use hotels. You can do this by logging on to the online expenses system and submitting a 'REGISTRATION: Accom. Status' form. You should then use this expense type to claim for any hotel stays.

### **Annual publication**

On Thursday, we will be publishing all annual expenditure and data for 2014 - 15. We will also be publishing the routine bi-monthly expenses claims for April and May 2015. You will have been notified about these previously via email.

### **IPSA Contact Details**

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