

24 November 2015

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For action

IPSA contracts drop-in sessions for MPs

For MPs who have staff on a non-IPSA contract and wish to transfer them onto an IPSA contract, we have a further drop-in session arranged at the House of Commons.

- Wednesday 2 December, 1-3pm – Room U, PCH

We would strongly encourage any MPs whose staff are affected by this to come along, or get in touch with us to discuss this further, at the earliest opportunity.

Email address change

We are transitioning to a new email addressing system. Our new email domain will be @theipsa.org.uk and you will have begun to see emails arriving from this address. The previous @parliamentarystandards.org.uk email addresses **will continue to work** during the transition period however **please update your address books**.

We have made the change to shorten our email address and make it more user friendly. We will keep you posted about timescales for the transition.

For information

Direct Stationery Payments

Your direct stationery purchases for both XMA and Commercial are available for you to view online. However, we are still working to resolve an outstanding query with Banner, so these orders will not currently be showing on your online expenses system but will be in the next few days. Apologies for the delay and please do still account for all direct stationery purchases that are not yet showing on your account.

Direct Travel Payments

As we upload information from the House of Commons travel service (Chambers) onto the online expenses system, it auto-generates an email that will be sent to you. **You do not need to take any action if you receive these.** We are working to change these auto-emails to make them more explicit that no action is required.

Staff pension talk

Thank you to all of you who responded to say that they would like to attend the pension talk on Thursday (26 November 2015). This is **now full** and we have written to everyone who has secured a place.

Unfortunately due to limitations on the space, we will not be able to accept any more attendees. However, we will be making the presentation with the audio available after the date and will let staff know when this is live.

Payroll cut-off date

The cut-off date for payroll and approval of timesheets this month is 10 December 2015 and payday will be on 31 December 2015.

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@theipsa.org.uk

IPSA Contact Details

Phone: IPSA Information Line: 020 7811 6400 (Open daily from 10am-5pm)

Email: info@theipsa.org.uk

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

Website: www.parliamentarystandards.org.uk