

24 April 2015

Important changes to payroll cut off dates

Submission of timesheets – new cut-off date

We are changing the submission date for MPs' staff timesheets to **15th of every month, from May**. This means that **all timesheets will need to be submitted and authorised by 15th instead of 22nd**, as we need to bring it in line with our payroll cut-off date of 15th. This will allow our payroll team to have 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.

If we receive timesheets after the 15th, these will be paid as part of the following month's payroll.

Change to casual contract deadlines

From May, for new staff on casual contracts, we must now **receive all of their new starter documentation by 7th of the month**. This deadline is necessary to ensure that any authorised time sheets relating to work up to the 15th will be included in that month's payroll.

We need to receive the contract, new starter form and job description by 7th. If this falls on a weekend, we must receive the documentation on the Friday before. If we receive their documentation after this date, they will get paid the following month.

Please note that if the member of staff has a start date later in the month you can submit documentation in advance.

If you have any concerns or questions about this, then please get in touch on the details below or you can email payroll@parliamentarystandards.org.uk

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