

# Accessing the Staff Budget Report





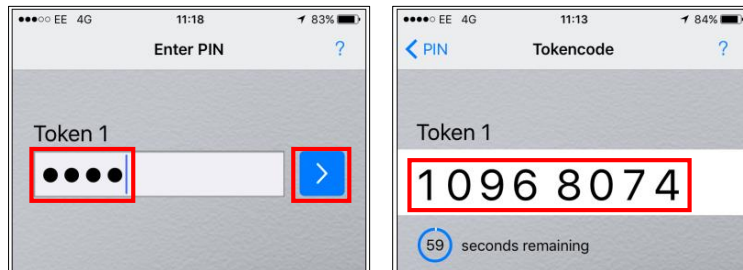
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## Logging In


### Logging into the Online Expenses System

Step	Action
	<i>IPSA use a two-step verification process to access the Online Expenses System. You will need to have set up an RSA token as illustrated in the RSA User Guide.</i>
1.	Go to <a href="https://ra.parliamentarystandards.org.uk/expenses">https://ra.parliamentarystandards.org.uk/expenses</a>
2.	Open the <b>RSA App</b> on your phone and <b>Type</b> your <b>PIN</b> into the <b>Token</b> field and <b>Tap</b> the  icon.
3.	A new <b>PASSCODE</b> is generated. Be aware you have a limited time to use this before a new Passcode is generated.





Step	Action
4.	<b>ON YOUR PC:</b> Type your <b>RSA Username</b> and <b>PASSCODE</b> into the <b>login fields</b> on the Online Expenses System.
5.	Click 



Step	Action
6.	A new page is displayed with links to different parts of the system.
7.	Click <a href="#">MPs' Online Expenses</a>

Step	Action
8.	The login screen for the Online Expenses System is displayed.
9.	<b>Type</b> the <b>Login Name</b> and <b>Password</b> supplied by IPSA into the login fields. If you've forgotten these details, please e-mail us from your parliamentary e-mail account at info@theipsa.org.uk
10.	<b>Click</b> 
11.	The Online Expenses Home Page is displayed.






## Staff Budget Report

Step	Action
1.	From the Online Expenses home page, Click <b>Reports</b>
2.	The <b>Reports</b> screen is displayed, Click <b>My Staff Budget Reports</b>
3.	The Staff Budget Report screen is displayed. A report for each month is displayed. Click the top  icon to download the latest report.
	<p><i>Each report is password protected. The passwords are automatically generated and emailed to each MP under the heading 'confidential password' when you first become an MP and are the same for every month.</i></p> <p><i>If you forget the password please email payroll@theipsa.org.uk</i></p>

Financial Year	Month	Upload Date	Attachment
+ ▾	+ ▾	+ ▾	..
2017	1612 Dec	28/12/2016	..
2017	1611 Nov	28/11/2016	..
2017	1610 Oct	28/10/2016	..

Step	Action
	<i>The Staff Budget Reports are only available in the MP's Online Expenses account, not in the proxy's account. However, they are generated in Excel, so you can save it to your PC to share with your proxy if you wish.</i>
	<i>When you open the spreadsheet you will see the information split into 5 worksheets. You can switch between the sheets by clicking on the relevant tab in the bottom left corner.</i>

Summary	Payroll By Month	Expenses	Staff Overview	<b>Forecast</b>
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Step	Action
	The <b>Summary</b> sheet gives an overview of the current position, spend against budget, a forecast for the year and an estimate (based on staff salaries) of the amount over- or underspend for the year.
	<b>Payroll By Month</b> gives a detailed month by month breakdown for the months which have been paid so far via the payroll, during the current financial year. For each employee you are able to expand the section (by clicking on the + sign) which shows what the total payment is made up of, e.g. basic pay, overtime, maternity etc...
	The <b>Expenses</b> sheet shows the staffing expenses which had been approved and paid when the report was generated. These are costs which have been claimed via the Online Expenses system rather than paid via payroll.
	<p>The <b>Staff Overview</b> sheet (see overleaf) details the staff who have worked in the office, both current and leavers.</p> <p>This provides relevant HR data held by IPSA, including whether the member of staff is on an IPSA contract or not.</p> <p>If any of this data is incorrect, email <a href="mailto:payroll@theipsa.org.uk">payroll@theipsa.org.uk</a> with the details you wish to amend.</p>
	The <b>Forecast</b> sheet allows you to model the impact of changes to staffing.

## IPSA Contact Details

### My Account Manager

The general Account Manager number is: **020 7811 6400**. For your specific Account Manager please use the table below.

UK Area	Number to Call
East Midlands	020 7811 <b>6448</b>
London	
West Midlands	
North East	020 7811 <b>6449</b>
Scotland	
Yorkshire and the Humber	
Eastern	020 7811 <b>6453</b>
South East	
Northern Ireland	
North West	020 7811 <b>6465</b>
Wales	
South West	

### My Payroll Officer

The General Payroll Officer number is: **020 7811 6400 (option 2)**. For your specific Payroll Officer please use the Table below.

MPs' Surname	Number to Call
A – Di	020 7811 <b>6419</b>
Dj – Grie	020 7811 <b>6457</b>
Grif – Lan	020 7811 <b>6430</b>
Lat – Ra	020 7811 <b>6445</b>
Re - Z	020 7811 <b>6446</b>