



MP Staff Budget Report





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Staff Budget Report

| Step | Action |
|---|--|
| 1. | From the Online Expenses home page, Click Reports |
| 2. | The Reports screen is displayed, Click My Staff Budget Reports |
| 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 | Forecast |
|---------|------------------|----------|----------------|-----------------|

| Step | Action |
|---|---|
|  | The Summary 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. |
|  | Payroll By Month 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 Expenses 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 Staff Overview 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 payroll@theipsa.org.uk with the details you wish to amend.</p> |
|  | The Forecast 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 6448 |
| London | |
| West Midlands | |
| North East | 020 7811 6449 |
| Scotland | |
| Yorkshire and the Humber | |
| Eastern | 020 7811 6453 |
| South East | |
| Northern Ireland | |
| North West | 020 7811 6465 |
| 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 6419 |
| Dj – Grie | 020 7811 6457 |
| Grif – Lan | 020 7811 6430 |
| Lat – Ra | 020 7811 6445 |
| Re - Z | 020 7811 6446 |