



17 May 2018

IPSA will launch a new online payroll, HR, expenses and finance system in July 2018. This special bulletin contains all the information you will need, including:

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IPSA Online Benefits and Access

In July 2018, IPSA will launch a new online payroll, HR, finance and expenses system. This will move all processes online, including providing evidence for expenses claims. It will reduce paperwork and manual data entry and give your MP and their nominated proxy access to near real-time reports about budgets.

The new system will be accessible through the IPSA Online homepage, which we introduced last December and will use the single sign-in process, as now. The proxy arrangements which we currently hold for your office will be transferred into the new system, so you will continue to be able to carry out all the functions which your MP has asked you to do on their behalf. You will be able to make changes to your personal information in the new system, including updates to your home address and the bank account details where your salary is paid. All this information will be held securely online.

Key features of the new system include:

- A fully digital claims process so you can submit all claims and supporting evidence online. This should speed up the time between making a claim and it being paid.
- Fewer expense codes to make finding the right code more straightforward.
- A mobile app to enable claims to be started outside the office.
- Payments can be made directly to staff, including volunteers, not just MPs as currently.
- Optional HR features to enable you to log annual leave, sickness and other absences.

We will write by post to staff whose email details we do not currently hold to ask them to give us an email address. This information is required as in future all payslips will be available to view and download from the new system and will not be sent out in the post. If there are staff in your office who do not have a Parliamentary account, please encourage them to apply for one. If they are not yet security cleared, or are not eligible for a Parliamentary account, we can set up a guest account for them in the new system. To do this, we will need to receive the following information from them, by **Friday 15th June**:

| Employee name | Email address | Mobile phone number | MP name |
|---------------|---------------|---------------------|---------|
| | | | |

Please return this information to: payroll@theipsa.org.uk

Key dates and deadlines

The planned start date for the new system is **Monday 2nd July**. This is when you will be able to make claims, view and upload information in the new system. In the three weeks leading up to this date, we will take our current systems offline while we securely move across the data we hold about your MP's office from one system to another. We have tried to keep this period of disruption as short as possible and have chosen this period in June as there tend to be fewer expense claims at this time of year.

There are some key dates for you to be aware of which are [summarised in this poster](#). The first of these is **Friday 8th June**, which is the last date when you will be able to submit new expense claims and submit payroll changes. You will not be able to submit new claims onto expense@work after 5pm, and you are strongly encouraged to submit claims earlier in the day to avoid any last minute issues.

We will have two collections of evidence from the drop box in the House on Friday 8th June. IPSA staff will be working over the weekend of 9/10th June to clear claims in the system, so there will be an additional collection from the drop box in the House on Saturday morning 9th June. If you are unable to get your evidence to IPSA via the drop box or post by 9th June, you can email the evidence to info@theipsa.org.uk – we will accept all evidence emailed to this address by 1000am on Saturday 9th June

Those claims that do not have evidence attached will be returned to your MP by 0900am on Monday 11th June. You will have until 1200 midday on Friday 15th June to submit the supporting evidence after which point no further work will be possible on these claims, and any which are outstanding will need to be re-submitted when the new system goes live.

Since the expenses system will be unavailable for a period of time, we will increase the time you can submit claims from the current 90 days to 120 days until August.

Friday 15th June will be the deadline to reconcile payment cards, register dependants, volunteers, leases and make contingency, security and disability applications and **approve timesheets for June payroll**.

IPSA Payment Cards

Most MPs have an IPSA payment card which can be used to pay for a range of products and services, reducing the need to carry debt on personal accounts. Since the expenses system will be unavailable for a period of time, **IPSA will increase spending limits on the IPSA payment card from £4000 to £6000 per month**, until the end of September. IPSA will continue to make all direct payments, such as to landlords or stationery and travel suppliers and will pay salaries as normal.

If your MP does not currently have an IPSA payment card, or cannot use the card for any reason, please contact your account manager to discuss this further.

IPSA Online Training

We have carried out usability tests with MPs and staff user groups to help us develop the system and spot issues with the design and language used. The feedback from those involved in these sessions was that the system was easy to use for the regular tasks they needed to undertake, even with minimal guidance. However, to help MPs and their staff learn how to use IPSA Online, we are providing a range of training support. You are invited to attend a classroom training session – these will be held in London and in locations around the UK from mid-June until mid August. The three-hour long session will cover all aspects of making an expenses claim, managing payroll and HR-related issues, reporting and budgeting and the approvals process. These sessions are designed to cover all aspects of the new system and we have worked with a range of MPs' offices to help us shape the support we are providing. If the events are over-subscribed, priority will be given to MPs and proxy staff.

We will also produce a range of comprehensive user guides as well as some quick reference guides, which will be available via the IPSA Online homepage and the House of Commons intranet. We are developing an e-learning package, which you can use on your desktop and plan to run some webinars. There will be drop-in support at Portcullis House and our account and payroll managers will be available for one-to-one support and coaching.

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