

Drop in session

As mentioned in the letter we sent to all MPs last Monday, we are holding a drop in session for MPs and their staff in Room C, 1 Parliament Street on Wednesday 31 October from 10am until 2.30pm.

The focus of the drop in session will be:

- Online timesheet submission
- Our new how to guides, which explain how to use the expenses system
- The options for payment which are available to you (direct payments to some suppliers, Payment Card, etc)
- System improvements we have introduced to make claiming easier
- The new report on the expenses system which allows you to match the payments you've received with the forms you've submitted.

We hope to see you there, but if you are unable to make this date, there will be another on Thursday 6th December in Conference Room E, 7 Millbank between 9.30 and 3.30.

Introduction of online timesheets

We are introducing the facility to submit timesheets electronically from 1 November 2012. This new tool will allow MPs' staff to submit their hours online and it will apply for casual workers as well as salaried employees claiming additional hours or overtime.

We are setting up all current casual employees and permanent employees who have claimed additional hours or overtime in the last six months. All other employees who would like to be set up will need to contact the IPSA payroll team. In future, we will be setting up casual employees automatically when they are entered onto our payroll system, permanent employees will be set up on request only.

Some of the benefits of the new system are:

- A convenient way to submit hours, taking away the need to submit paperwork;
- Online authorisation of timesheets, making it easier for MPs to authorise hours for their staff, wherever they are working;
- The system will allow MPs and their staff to keep a record of previous submissions and will help avoid potential duplications;

- The payroll cut off date for timesheets will be extended to the 22nd of every month for staff using the online system.

To support MPs and their staff, we will be providing online user guides and drop in sessions at the House of Commons, with the first one being on 31st October as mentioned above.

The individual usernames and passwords for those employees with access to the online timesheets will be emailed to the MP's Parliamentary email address for distribution within the office on 1 November.

Although using the online timesheets will be quicker and easier, you can still use the old, paper timesheet if preferred. From April next year, however, we will be operating the online timesheets only so we strongly encourage employees to start using the system as early as possible.

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