

Bulletin 13 August 2020

Tomorrow, 14 August, is the deadline for resubmitting returned claims included on your year-end forms. You can find more details about this below.

Last month we issued new guidance on how to use the additional £4,000 added to your staffing budget for training, wellbeing, health and welfare costs, at the start of the financial year. This guidance can be found [here](#).

Ahead of the launch of the new website, please remember to download your payslips prior to March 2019 if you will need them in the future. All payslips prior to March 2019 are located on the IPSA Online [Homepage](#). More information about the new website can be found below.

Our coronavirus [FAQs](#) can be found on our website, including questions on the homeworking allowance and staffing budget increase.

This bulletin contains new information on the following:

- Year-end 2019-20
- Homeworking Allowance
- Parental Leave Guidance
- Changes to IPSA Online for July
- New Guidance Website

Important information you should still be aware of includes:

- Call Booking Service
- Contact Information and Support

With best wishes

The IPSA Team

Year-end 2019-20

If you have had any claims returned to you, that were listed on your year-end form, asking for additional information, you must resubmit them with the correct information and supporting documentation by tomorrow, **14 August**.

Any claims resubmitted after this date will still be paid, but will be allocated against your 2020-21 budgets.

You can find our year-end guidance [here](#).

Homeworking Allowance

In June we announced further changes to the Scheme in response to the coronavirus pandemic. One of these was a homeworking allowance of £26 per month to be paid to MPs' staff members who are working from home. This amount is to be taken from the office costs budget.

The homeworking allowance was first paid at the end of July and was taken from your staffing budget. We will move these costs to the office costs budget and will let you know in due course when this has been completed.

We are working to ensure all further payments of the homeworking allowance are paid directly from the office costs budget.

Parental Leave Guidance

We are committed to supporting MPs with families and this includes support to MPs that are taking time away from Parliament and their constituency on the birth or adoption of a child. We recognise the importance of balancing work and home life, and have published guidance setting out how we can support you. The guidance can be found [here](#).

Changes to IPSA Online in July

Each month we will let you know about changes we are making to IPSA Online to improve processes and usability.

The changes made in July were:

- **Amended wording for workflow claim return note:** return categories have been retitled to make them clearer so that you are aware of what action you need to take.
- **Automatic scheduler:** we have improved the leaver process so that user accounts are closed automatically 150 days after a staff member leaves. Please ensure that all tasks in the account are completed well within this time, to enable any returned claims to be processed before the account expiry.
- **Zero-out value of expense:** IPSA can now zero out claims in progress. Requests can be made by emailing info@theipsa.org.uk.
- **Removing draft expense claims:** a process has been added to remove draft claims. Requests can be made by emailing info@theipsa.org.uk
- **Tracking coronavirus staffing expenditure:** a code has been set up to separate staff costs incurred due to the coronavirus pandemic. 'Staffing (COVID-19)' is now visible as a staffing expense category.
- **Change to menu labels-**

- 'Personnel Information' has changed to 'My information and payslips'
- 'Form ID' has changed to 'Form ID – Please leave set as [NEW] and the system will generate a new ID'. An inline guide has also been added to help you to look up previous claims using the Form ID.

New Guidance Website

We have been redesigning our website to provide the information you need in a clear and easy-to-navigate way. The user-focussed site has been developed in response to feedback on the quality of available guidance, the usefulness of IPSA Online instructions, and overall confidence in the rules of the Scheme. The new site will provide the Scheme rules, instructions on how to use IPSA Online and accompanying guidance in a way that we hope will make it much easier for you to complete IPSA tasks.

Thank you to everyone who has been involved in the project. Your help and support has been invaluable. The new website is due to launch soon, when the 'IPSA for MPs' section of the IPSA website and the IPSA Homepage will be replaced.

Call Booking Service

If you have a query, you can book a telephone call with a member of the MP Support or Payroll team.

If you have a query about your tax code, please contact **HMRC** directly first on 03000 534 720 (staff) or 03000 581 588 (Members) as they can advise on why the code has been allocated and if it is correct.



Please book a call with a **Payroll Officer** if you wish to discuss any matters relating to:

1. Your own employment (terms and conditions, salary, pension, national insurance, any of our employee schemes – e.g. Cycle2Work); or
2. The MP's staffing budget and issues related to the employment of staff working for the MP (or volunteers). Please note that these discussions will be limited to the MP or their nominated payroll proxy with access to the staffing budget report in IPSA Online.

If you wish to discuss any other topics, please book a call with the **MP Support Team**.

If you would like to book a call, [click here](#).

Please use the feedback survey afterwards to let us know how it went and suggest any improvements.



Contact Information and Support

We have a range of channels available to provide support to you during the coronavirus outbreak.

There is guidance available on the IPSA [website](#) and [Homepage](#). This includes a dedicated tab for IPSA Online guidance.

Queries can be submitted to IPSA teams by emailing the MP Support (info@theipsa.org.uk) or Payroll teams (payroll@theipsa.org.uk).

Our call booking service can be found [here](#).

We also have online training sessions available. These can also be found on the [Learning and Development](#) page on the IPSA Online Homepage.

IPSA ONLINE TRAINING

IPSA Online training takes place every Tuesday and Thursday at 2pm using a virtual platform. [Sign up here](#).

LEASES

An IPSA Account Manager will talk through the requirements for leases, including submitting forms and, importantly, the required evidence so that your property amendment and property registration forms can be effectively processed. We're keen to help you register properties and change leases as quickly as we can. There will be an opportunity at the webinar to ask questions at the end.

Tuesday 8 September at 11am for 90 minutes. [Sign up here.](#)

PAYMENT CARD RECONCILIATION

An IPSA Account Manager will talk through the payment card policy and how to reconcile your payment card within the rules. There will be an opportunity to ask questions at the end of the webinar.

Tuesday 25 August at 11am for one hour. [Sign up here.](#)

Please do not post any documents or cheques to our office. If you need to send documents to us, please email them to info@theipsa.org.uk or payroll@theipsa.org.uk as appropriate. We accept scanned documents and forms on IPSA Online.

If you are submitting a New Starter form, please include their parliamentary email address so that we can set up their IPSA Online account with this email.

If you are repaying money to IPSA, please make a BACS payment and email a completed [repayment form](#) to info@theipsa.org.uk. Our bank details can be found on the repayment form.