

J U L Y 2 0 2 2

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

27	28	29	30	1 Phonelines closed for staff training	2	3
4	5 Payment card transactions available for reconciliation	6	7	8 Reconcile payment cards. Tell IPSA if you suspect any fraud	9	10
11	12 Battle of the Boyne (NI only)	13	14	15 Payroll cut-off	16	17
18 Tell IPSA about any staff changes	19	20	21	22	23	24
25	26	27 Check your pay slips and let IPSA know about any issues	28	29 Pay day Check the staff budget report to avoid overspends	30	31

N O T E S



Independent Parliamentary Standards Authority

T A S K S

W E E K L Y

- Check your Task Manager in IPSA Online
- Make all claims as soon as costs are incurred
- Check if the MP owes any money and repay or query it
- Collate mileage and make regular claims for prompt payment
- Resolve any returned claims in task manager to prevent delays
- Check and file invoices and receipts to ensure they meet requirements for claims
- Address email alerts from IPSA Online that need attention
- Submit your weekly timesheet to Payroll

M O N T H L Y

- Check uploaded direct supplier costs and tell us about any issues
- Check your budget / spend position and plan accordingly
- Tell us about changes to your properties so we can pay your landlord correctly
- Contact your Account Manager to resolve outstanding issues
- Check you have no outstanding credit notes
- Review any claims in draft and either submit them or contact IPSA to delete them
- Check your dashboard for any outstanding payment card lines, debt, or property issues