

Have your say in the IPSA Annual Survey



30 January 2020

Today we are launching our Annual Survey of MPs and Staff. We have carried out a survey each year since 2011 to gain your feedback to help us to understand your needs, improve our support and plan effectively for the coming year. 2019 was a busy year for IPSA and for you, and we have therefore included questions on our support during the General Election, our new IPSA Online system, and our normal work supporting MPs' offices.

Following the feedback in last year's survey, including on IPSA Online, we have brought in extra staff to answer the higher volumes of phone calls and emails, made several changes to the new system and produced updated guidance [[available here](#)]. We have continued classroom and one-to-one training and introduced regular emails to MPs' proxies, and webinars to support MPs' offices in conducting specific tasks.

We are keen to hear where we can further improve our support, as well as what we have done well. The survey will take about five minutes to complete and is

anonymous, so we can focus on trends and key issues rather than personal responses. **The survey will close on Friday 28 February.** We will publish the anonymised results on our website when the survey has closed.

Thank you in advance for your feedback.

[TAKE THE SURVEY](#)

In other news...

Our phone lines will be closed on Friday 7 February for staff training.

Publication Data

The next publication of MPs' business costs is on Thursday 13 February. This is for claims processed during April to September 2019 and will be the first publication of claims paid through IPSA Online.

Details of what will be published are available to view on the [IPSA Online Homepage](#), on the Publication Data tab. A guide to accessing publication data is available [here](#).

We encourage you to check your data before we publish. If you have any queries or think we have missed anything, please contact us by

Payslips & P60s

Payslips, and P60s for 2018-19, are available to view in your IPSA Online account.

To access them, follow these steps:

- Go to the [IPSA Online Homepage](#) and log in with your parliamentary or guest account. *If you are a departing MP or staff member and do not have a guest account, please let us know which email address to send your set up invitation to.*
- Select the 'New IPSA Online' tab of the four central tabs

Monday 10 February 2020 at the latest to let us know.

If you are a new MP, you will not have publication data to check as any claims you have submitted since your election are not covered in this publication cycle.

- Click 'Your Employment' from the main menu
- Click 'Personnel information'
- Click the paperclip logo in the top right corner of the page
- Open the relevant PDF document to see your payslip

For further guidance on locating your payslip, please [click here](#).

IPSA Online Training

We are currently running IPSA Online training sessions at our offices in 85 Strand. [Click here](#) for more information and to register.

Year-End Guidance

We have published year-end guidance to help you manage your finances across the end of financial year 2019-20. All MPs should check their financial position for this financial year and complete a year-end form to make sure spending is allocated to the correct financial year.

Please refer to the guidance provided by IPSA [here](#). The correct submission of documentation is your responsibility and it is therefore vital all MPs and staff understand the deadlines and what you need to submit to IPSA.

Year-end forms and most claims, with supporting evidence on IPSA Online, must be submitted by **23:59 on Sunday 26 April 2020**.