

M A Y 2 0 2 2



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
2 Bank holiday	3	4	5 Bi-monthly publication: deadline for queries	6 Phonelines closed for staff training Reconcile payment card spend	7	8
9	10	11	12 Bi-monthly publication	13 Year-end Ensure all claims on the year-end form are submitted and approved Payroll cut-off	14	15
16	17	18	19	20	21	22
23 Tell IPSA about any changes to staff or property	24	25	26 House rises	27 Check your pay slips and let IPSA know about any issues Recess	28 Recess	29 Recess
30 Recess	31 Pay day Check the staff budget report to avoid overspends Recess	1	2	3	4	5

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

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