

# 12 July 2018

## This bulletin contains information on:

- Business costs and expenses for February and March 2018
- IPSA Online training
- <u>Access to digital payslips</u>
- <u>Staff budget report</u>
- System software update

### **Business costs and expenses for February and March 2018**

The most recent MPs' business costs and expenses publication, covering the period from February to March 2018, has gone live today.

You can see all published costs and expenses here on our website.

# **IPSA Online training**

There are still 13 dates for IPSA Online training sessions to help you prepare for the launch of the new system later this year. If you haven't already attended the training, please select a date and register as soon as possible.

### Access to digital payslips

IPSA will stop sending payslips by post later this year. Payslips will be held in your personal account on IPSA Online. There are still members of staff who we do not hold an email address for. Please check with colleagues that they have access to the new system in order to access their payslips. If a colleague is not able to access the system, there are two options:

- Our preferred option is for all access to the new system to be through using single sign on through a Parliamentary account. Once they have received their security clearance, they may apply for a Parliamentary account by contacting the Parliamentary Digital Service on 020 7219 2001 or <u>digitalsupportdesk@parliament.uk</u>
- 2. If they are not eligible for a Parliamentary account we can give direct access via a personal email address. Please send this to us at <u>payroll@theipsa.org.uk</u> as soon as possible.

If you have any questions please contact IPSA on 020 7811 6400.

### Staff budget Reports

Staff Budget Reports for June are currently unavailable due to a technical error. This is being investigated as a matter of urgency and will be resolved as soon as possible. We apologise for the delay of the reports and thank you for your patience whilst the issue is being fixed.

## System software update

IPSA's online systems will not be available on Sunday 15 July between 3am and 4.30am while we carry out a planned software update.

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