

# Independent Parliamentary Standards Authority

## Bulletin 4 July 2019

Dear reader,

On Wednesday 3 July, members of the IPSA team met with the MP Staff User Group to discuss IPSA Online. We are very grateful to the group for giving us their time and feedback on the new system. We know that while there are many offices that report to be working well with IPSA Online, others are finding the new system challenging and we will be working to develop solutions to specific issues as soon as possible. The [IPSA Online survey](#) is open until tomorrow. Please do give us your feedback so that we can use this information to prioritise our work.

We are committed to supporting you while you get used to the new system and will continue to employ 5 extra support officers throughout the summer to enable queries to be answered promptly. We also have more training planned in London and will be working on ways to share knowledge and best practice with MPs' offices throughout the UK.

Your payslip for June can be viewed in IPSA Online. For details of how to access your payslips, please see the 6 June Bulletin [here](#).

This bulletin contains information on the following:

- Publication of Business Costs and Expenses, **11 July**
  - [IPSA Online Training](#)
  - Final reminder for [IPSA Online survey](#)
  - P11Ds
  - Expense at Work, reference only from **12 July**
  - May payment card reconciliation deadline, **8 July**
  - Phone line closure, **5 July**
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## Publication of Business Costs and Expenses

As mentioned in the last Bulletin, we will publish your business costs and expenses for February 2019 and March 2019 on **Thursday 11 July 2019**.

We have redacted your personal information in line with our [Publication Scheme](#). We recommend that you check your data before we publish and if you think we have missed anything, please contact us by **Friday 5 July 2019** at the latest to let us know.

You can access your data directly on the IPSA Online Homepage. Go to [www.ipsaonline.org.uk](http://www.ipsaonline.org.uk) and click on Publication Data. You will be able to view your claims online or download them. A guide to accessing publication data through the IPSA Online homepage is available [here](#).

Please note that data from an earlier period may also be included. If your data contains claims for a previous financial year, the aggregate figure published for that year will periodically be updated to reflect these additional claims. You should also be aware that we make amendments to the data already published on the website when necessary.

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## IPSA Online Training

IPSA continues to provide training in London on the new expenses and payroll system. The aim of the sessions is to give you experience and confidence in using IPSA Online.

Each training session is 1 hr 15 minutes hours long and will allow you to ask bespoke questions relevant to your office.

By the end of the session you will:

- Understand how to navigate the system and find help when you need it
- Carry out the most common expenses processes
- Carry out day to day Payroll and staffing processes
- Run reports and use the Dashboard to find out your financial situation

[Click here to register for training](#)

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## **IPSA Online Survey**

The IPSA Online survey is open until tomorrow, **Friday 5 July**. You can complete the survey by clicking the link below. We will listen carefully to your responses. For queries in need of an individual response, please email [info@theipsa.org.uk](mailto:info@theipsa.org.uk).

[Take IPSA Online Survey](#)

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## **P11Ds**

Your P11D for 2018/19 was emailed to you yesterday. Please note the P11D is for information only and no further action is required. This is the last year you will receive a P11D as any taxable expenditure is now processed through the payroll.

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## **Expense at Work**

From **Friday 12 July**, the 'old' expenses system, Expense at Work, will be available for reference only. You have until next Friday to action any returned claims from 2018-19. All new claims from 1 April 2019 must be claimed through IPSA Online.

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## Payment Card Deadline

Remember that the deadline to reconcile your May payment card statement for is **Monday 8 July**.

The payment card statements for June 2019 will be available under the 'payment card' section next week.

If you need any help with payment card reconciliation, please contact MP Support.

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## Phone lines

IPSA's phone lines will be closed in **Friday 5 July** for staff training.