

Weekly

Every week, when it suits you!

- ✓ **Login to IPSA Online** and Check your **task manager** for any issues which need your attention
- ✓ **Make new claims** as soon as possible after the cost is incurred
- ✓ **Look out for the IPSA Bulletin** on Thursdays for lots of useful information and updates to our services - [IPSA Bulletins](#)
- ✓ **Check if the MP owes IPSA any money** and repay it or query it if necessary - [Monies owed \(item 7\)](#)
- ✓ **Collate mileage** and make regular claims to ensure prompt payment - [Claiming mileage](#)
- ✓ **Resolve any returned claims** in task manager to prevent any payment delays - [Correcting Claims](#)
- ✓ **Check and file invoices and receipts** to ensure they meet requirements in preparation for making claims - [Evidence Requirements](#)
- ✓ **Address email alerts** from IPSA Online that need your attention

Payroll

- ✓ **Submit your timesheet**, for the relevant week ending.

Monthly

Key dates 8th and 15th of the month

- ✓ **Reconcile payment card expenditure as soon as it is uploaded** at the beginning of the month and latest by 8th of the month. Tell us immediately if you think there is **fraud** on your payment card - [Payment Card Reconciliation](#)
 - ✓ **Check uploaded direct supplier costs** and tell us about any issues - [MPD Direct Payments by MP](#)
 - ✓ **Check your budget / spend position** and plan accordingly [Managing Budgets](#)
 - ✓ Tell us about any **changes to your properties**, so we pay your landlord correctly - [Managing your properties](#)
 - ✓ **Contact your Account Manager** to resolve any outstanding issues - [Contact IPSA](#)
 - ✓ **Credit notes**, check that you have no outstanding credit notes - [Credit Notes](#)
 - ✓ **Review any claims in draft** and either submit or contact IPSA to delete as necessary
 - ✓ **Check your dashboard** for any outstanding payment card lines, debt or property issues - [Using the IPSA Dashboard](#)
- ### Payroll
- ✓ Tell us about any **payroll changes** by 15th of the month [Payroll cut off date](#)
 - ✓ **Run a staff budget report** (at the end of the month), to check the data shown and ensure that no overspend is forecast - [Payroll Modelling Report](#)
 - ✓ **Review the Covid staffing budget** and notify payroll of any movement (check the Payroll Modelling Report above)
 - ✓ **Check your payslip** and report any issues to payroll

Bi-Monthly/Quarterly April, Sept, Dec and March

- ✓ **Check the data we hold is correct**, including your budgets, home address, registered properties, rent and deposit loans, staff members, connected parties and dependants.
- ✓ If relevant **check you are set up with your pooled service correctly**, and we are paying the right fees - [Managing Pooled Services](#)
- ✓ **Check Bi-Monthly publication data**, go to the [Publication Timetable](#)
- ✓ **Run the MP Team report** to ensure that office staff details are correct (MP only) - [MP Team Report](#)

Payroll

- ✓ **Forecast staffing spend** and contact payroll for any issues or for advice - [Payroll Modelling Report](#)

Yearly April to March

- ✓ **April - Calendar any lease end dates** and arrange for any renewals or cancellations as necessary
- ✓ **April - Check new financial year budgets** amounts and forecast budgets taking into account commitments
- ✓ **March/April - Complete a year end form** to tell us about any costs which need to be marked as accruals or prepayments - [Year-End Form](#)
- ✓ **April - Check the data we hold is correct**, including your budgets, home address, registered properties, rent and deposit loans, staff members, connected parties and dependants.
- ✓ **September - check your annual publication data** and let us know if there are any issues - [Annual Publication](#)
- ✓ **January - Read IPSA's year end guidance** and make a note of the deadlines - [Year-End Guidance](#)
- ✓ **March - Check yearly changes to the Scheme** and update the office - [Scheme Changes](#)
- ✓ **March - Check MP security measures** are still valid [Security measures](#)