

Bulletin, 14 February 2019

At the end of January, we announced that IPSA Online, our new finance, payroll and expenses system, will launch in April. We also published our guidance for the end of the financial year along with new HMRC tax rules. Electronic copies of these documents can be found on our website [here](#). The information includes key dates on what you need to submit, and when you need to do so, if you wish payments to be made from this year's budgets, as well as details of the transition from our current systems to the new one.

Last summer we held a series of training sessions, in London and in various regions around the country, in preparation for the launch of IPSA Online. We have organised a second round of training sessions for staff who have not yet been trained and for those who are seeking refresher training. Further details, on which locations will be hosting training events and how to register, can be found in this bulletin.

Today is the last chance to respond to the survey and call for evidence as part of our review of MPs' staffing budgets. [Click here](#) if you wish to take part.

If you have any queries about the information in this bulletin, please contact us on 020 7811 6400. Please remember to press 1 for MP Support Services or 2 for Payroll.

IPSA Online Training

Most people have found IPSA Online intuitive and simple to use. To help you to switch to the new system, IPSA has prepared a range of support including

training guides, video guides, classroom training, refresher training, seminars and screen sharing with account managers as well as the normal email and telephone advice service.

If you have already attended training, you can register for refresher training. However, you may find the user guides and support from account managers on the phone or email together with screen sharing will probably be sufficient.

Registration links for classroom training are below. If you wish to attend training, please click the links below to register for the three-hour long session which will cover all aspects of making an expenses claim, managing payroll and HR-related issues, reporting and budgeting and the approvals process.

[Regional classroom & refresher training](#)

[London classroom training, 4-7 March](#)

[London classroom training, 14-15 March](#)

[London refresher training, 14-15 March](#)

There will be 4 one hour-long seminars in Committee Room 8 of the House of Commons. You do not need to book for these sessions. Please add these to your calendar if you wish to attend.

Monday 25 March at 4pm

Monday 1 April at 3pm

Thursday 25 April at 3pm

Thursday 2 May at 5pm

Consultations

IPSA is currently running two consultations on proposed changes to the Scheme of MPs' Business Costs and Expenses and to the MPs' pension scheme.

We are consulting on a number of minor, mostly technical changes to the Scheme. We expect these to be helpful to MPs, as well as enable IPSA to regulate more proportionately and cost-effectively. If the changes are agreed, they will come into effect from 1 April 2019.

We are consulting on one technical change to the MPs' pension scheme. We will announce changes to the MPs' pension scheme in Spring 2019.

Both consultations will run until 18 February 2019. Information on each, including how to respond, can be found [here](#).

Phone Line Closure

Due to staff training, IPSA's phone lines will be closed on Friday 1 March.