

JANUARY 2023

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

2 Bank holiday	3	4	5 Bi-monthly publication: query deadline	6 Phonelines closed for staff training	7	8
9	10	11	12 Bi-monthly publication	13 Payroll cut-off	14	15
16	17	18	19	20	21	22
23 Tell IPSA about any staff changes	24	25	26 Year-end: guidance published	27 Check your pay slips and let IPSA know about any issues	28	29
30	31 Pay day Run a staff budget report: check the data to avoid overspends	1	2	3	4	5

NOTES



TASKS

WEEKLY

- 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

MONTHLY

- 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