

F E B R U A R Y 2 0 2 3

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

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



T A S K S

W E E K L Y

- 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

M O N T H L Y

- 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

N O T E S