

Bulletin, 28 February 2019

Today's bulletin brings you important information regarding MPs' pay and MPs' budgets for the 2019-20 financial year.

We have 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](#). This includes key information on what you need to submit and by when, if you want payments to be made from this year's budgets. It also includes details of the transition from our current systems to the new one.

In January we announced that IPSA Online, our new finance, payroll and expenses system, will launch on Tuesday 2 April 2019. Further details on IPSA Online training and how to register can be found in this bulletin along with information on our new caller verification process, IPSA's office move, phone line and payroll notifications, publication of business costs and expenses and guidance on mileage claims.

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.

MPs' Pay and 2019-20 Budgets

The annual adjustment to MPs' basic pay for 2019-20 has been announced, bringing the overall salary from £77,379 to £79,468 from 1 April 2019. The announcement can be viewed [here](#). This is in line with our approach to determining MPs' pay, published in July 2015, where we committed to adjusting MPs' pay at the same rate as changes in public sector earnings published by the Office of National Statistics (ONS). This was confirmed in July 2018 following a further review of MPs' pay.

MPs' budgets for the next financial year, starting in April 2019, can be viewed [here](#).

Staff salary bands for the next year can be viewed [here](#). A full revised version of The Scheme is due to be laid in Parliament in two weeks' time.

IPSA Online

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 that the user guides, email or telephone support from account managers and screen sharing are sufficient for your needs.

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 training sessions will be held in Cardiff, Coventry, Exeter, Glasgow, Oxford and Sheffield.

[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

Caller Verification

In April, we will also introduce a caller verification process for all callers phoning with queries about MPs' expenses, their budgets and payroll information. This is to increase our security of the personal and sensitive information that we hold about MPs and their staff, and follows the requirements of the GDPR.

From 2 April 2019, we will ask all callers for their Resource ID in order to verify the identity of the caller. This number can be found at the top, right-hand corner of the IPSA online screen and on your payslip. We do not expect the verification check to be onerous; but it is a necessary means to further safeguard personal information.

IPSA Office Relocation

On Monday 11 March 2019, IPSA will relocate its office from 30 Millbank to 85 The Strand.

Please ensure any correspondence, including supporting evidence for claims, is sent to the new address. Please remember that, whilst supporting evidence in hard copy is required for claims from your 2018-19 budgets, with the launch of IPSA Online, hard copies are not required, therefore should not be sent to our new address.

IPSA

85 The Strand

London

WC2R 0DW

IPSA's phone numbers will remain the same.

Phone Line Closure and Payroll Information

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

Due to IPSA's office relocation, IPSA's phone lines will close at 1pm on Friday 8 March.

On Monday 11 March, MP Support phone lines will reopen at 10am and Payroll phone lines will reopen at 12pm.

The payroll cut-off date for new starters in March will be earlier than normal and will be **Friday 8 March**. On this day, please avoid delivering payroll documents by hand, and send via email or post. The deadline for submission of timesheets will remain as Friday 15 March.

Staffing Budget Report Issues

Some users of the Staffing Budget Report have experienced issues where not all employees are appearing in the forecast for the rest of the year. Whilst this issue is being resolved, users can manually enter any staff missing into the forecast. We will not be re-generating the reports already produced, therefore please enter any staff who may be missing for February and March. We apologise for this inconvenience.

Business Costs and Expenses Publication

The next publication of MPs' business costs and expenses claims processed in October and November 2018 will be on Thursday 14 March 2019. The data is now

available on the IPSA Online Homepage.

A guide to accessing publication data through the IPSA Online homepage is available [here](#). We recommend that you check your data before we publish and if you think we have missed anything, please contact us by Thursday 7 March 2019.

Mileage Guidance

When submitting claims for mileage, please take note of the following guidelines:

- Only the number of miles travelled on parliamentary business should be claimed on a Mileage form.
- Petrol should not be claimed. This is included as part of the mileage rate.
- Parking costs incurred should be claimed on a Travel and Subsistence form and submitted with supporting documentation. These should not be included on a Mileage form.
- Once the claim has been submitted online, you are not required to send the bar code cover sheet to IPSA.