

## **Independent Parliamentary Standards Authority**

### **Bulletin 23 May 2019**

The recess starts tomorrow, and we are making some slight adjustments to our telephone opening hours. Since the start of IPSA Online we have spoken to hundreds of different MPs' offices. Our call volumes have been high, with some callers requiring extended training on our new system, so it has sometimes taken longer than usual for us to answer calls. We know the change of system has had a significant impact on some offices. We will do what we can to support you, and we thank you for your patience. Please use the online guidance to answer your questions where possible. Or come to one of our training sessions.

We are also returning to Portcullis House after recess to offer assistance, the next date is **Wednesday 5 June**.

This bulletin contains information on the following:

- P60s
- Payment card reconciliations
- IPSA phone lines and homepage
- House of Commons consultation
- Deadline for 2018-19 claims

We hope you enjoy the Whitsun break.

The IPSA Team

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### **P60s**

This week we have posted P60s to all those who were employed during the 2018-19 financial year. This is the last time we will be printing these as, in future, nearly all staff should be able to access their payslips using the new IPSA Online system. This P60 will also be available online by clicking on the 'Payslips Archive' button on the IPSA Online homepage. This hosts an archive of payslips and P60s from 2017 to March 2019. For anything since April 2019, please use the new system.

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### **Payment Card Reconciliations**

Payment card transactions made in April 2019 are ready to reconcile in IPSA Online. The

deadline for completing this is **Monday 3 June**. These can be found in the 'Expenses' screen and can be completed by MPs, Proxies or both. Please remember you do not need to reconcile all the lines in one go, so you can reconcile and submit as many lines at a time as you wish. Guidance on how to reconcile the payment card lines can be found on page 15 of the [Expenses Guide for MPs, Proxies and Office Staff](#).

Payment cards for the months before April are now overdue and must be submitted by **Friday 31 May** (found in the old system).

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### **IPSA Phone Lines and Homepage**

Starting today, Thursday 23 May, our phone line opening times will be reduced slightly and will close at 4pm instead of 5pm.

This will continue for a limited period in June 2019. All phone lines will be closed on Friday 7 June for IPSA staff training.

IPSA Online will be unavailable between 9am and 10am tomorrow, Friday 24 May, for scheduled maintenance

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### **House of Commons Consultation**

The House of Commons Commission launched a consultation this week about the handling of non-recent complaints of bullying, harassment and sexual misconduct. For more details [click here](#).

The consultation is open until **Friday 14 June**, and can be sent either via email to [icgs@parliament.uk](mailto:icgs@parliament.uk), or on paper, to ICGS, 1st Floor Richmond House, House of Commons, London, SW1A 0AA.

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#### **Deadline for 2018-19 Claims**

Don't forget the deadline for submitting 2018-19 claims is **Sunday 30 June 2019**. Please check your queue in Expense@Work (the old system) for returned claims or claims that accrued as the documentation must be received by the end of June.

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If you have any queries about the information in this bulletin, please contact us on 020 7811 6400.

Remember to press 1 for MP Support Services or 2 for Payroll.