Please ensure all the following documents are sent to IPSA so we can process them swiftly and email this completed form to payroll@theipsa.org.uk

|  |  |
| --- | --- |
| Signed Original Contract | [ ]  |
| Signed Original Job Description | [ ]  |
| Employee New Starter Form | [ ]  |
| P46 or HMRC Starter Checklist | [ ]  |
| **I confirm that this new post is related to an increased workload as a result of COVID19** | [ ]  |

 *==============================================================*

*For new staff on Permanent and Fixed-Term contracts, we need to receive the documentation above* ***by the 15th of the month*** *to ensure the employee is paid at the end of the month.*

*For all staff on Casual contracts, we need to receive the documentation by the* ***15th of the month****. All casual hours worked are paid a month in arrears.*

**The House of Commons Employee Assistance Programme (EAP)**

The EAP is a 24/7 365 day per year confidential helpline offering MPs’ staff assistance, guidance and support with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being.  Issues they cover include: family Issues, gambling, domestic abuse, debt, childcare, medical information, financial, insurance claims, legal, work, lifestyle addiction, relationships, consumer issues, stress and housing.  The EAP also offers short-term counseling and follow-up services for employees.

**Contact details:**

**Telephone 0800 030 5182**. This free phone line is available 24-hours a day, seven days a week, 365 days a year. There is no limit on how many times someone can call.

**Online portal.** Request contact through [Health Assured’s online portal](https://healthassuredeap.co.uk/). A call back will be arranged.

To access the portal, use the login details:

**Username:** House

**Password:** Parliament