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](mailto:payroll@theipsa.org.uk).

|  |  |
| --- | --- |
| Is this to replace a staff member? If so, please provide the staff members name here who left |  |
| Signed original contract |  |
| Signed Key Terms documents |  |
| Signed original job description |  |
| Employee New Starter Form |  |
| P45 or HMRC Starter Checklist |  |

*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* ***seventh of the month****. All casual hours worked are paid a month in arrears.*

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

The EAP is an all-day everyday 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 wellbeing.

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. You can also 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