



Independent Parliamentary Standards Authority

Bulletin 6 June 2019

Dear reader,

Welcome back from recess. Every Wednesday from now until the summer recess you will be able to find IPSA staff inside the atrium of Portcullis House to offer help and support to use the new online expenses system. We will also continue to offer training sessions, [details here](#).

As a reminder, this month's payroll cut-off date is **Friday 14 June**.

This bulletin contains information on the following:

- May 2019 payslips
- IPSA Online top tips
- IPSA phone lines
- House of Commons consultation
- Members' Staff HR Guidebook
- Deadline for 2018-19 claims

May 2019 Payslips

Last week the payslips for May 2019 salaries were added to the IPSA Online system. You will be able to view your payslip at any time, via the document centre of the new system.

- Click ‘*NEW* IPSA Online’ button on IPSA Online homepage (see screenshot)
- Click ‘Your Employment’
- Click ‘Personnel information’
- Click paperclip logo in the top right corner of the page
- Open the PDF document to see your payslip

The screenshot shows the IPSA Online Homepage. At the top, there is a search bar and a [logout] link. Below the header, a banner states "Payslips for May 2019 are now available to view online". The main content area is divided into several sections:

- Online Expenses System:** Claims for 2018-19
- *NEW* IPSA Online:** Claims and payroll costs for 2019-20 (highlighted with a red circle)
- How to use IPSA Online:** A link to learn more.
- Forms and Calculators:** A link to access forms and calculators.
- Guidance:** A link to access guidance.
- Contact Us:** A link to contact the support team.
- Payslips Archive:** View your historical payslips
- Publication Data:** Next publication 11/07/2019

Below these sections is a calendar for June, showing dates from 1st to 15th. The 5th is highlighted in green. To the right of the calendar is a "Bulletins" section with two news items:

- IPSA Bulletin 23 May 2019 (04/06/2019):** 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 req...
- IPSA Bulletin 9 May 2019 (04/06/2019):** IPSA Online has been live for over a

P60s have now been posted to everyone who worked during the 2018-19 financial year, however we will no longer post payslips. Please use the steps above each month to see yours.

IPSA Online Top Tips

When using the new IPSA Online system, here are some straightforward tips that can help make it a smoother online experience.

- **Clear your cache.** You can force a single page's cache to refresh by pressing '**Ctrl**' and '**F5**' on your keyboard.
- We strongly recommend you use either **Internet Explorer** or **Google Chrome** as your web browser for IPSA Online. **Internet Explorer** is installed as standard on all Windows Computers. **Google Chrome** can be downloaded [here](#).

(IPSA Online can be accessed via other browsers, such as Microsoft Edge, Safari, but with more variable results in usability)

- If you have a computer in the office that is used by more than one staff member, please make that the previous user has logged out.

IPSA Phone Lines

Our phone line opening times are currently reduced slightly and are closing at 4pm instead of 5pm. This will continue for a limited period. The change in phone hours is to enable IPSA staff to action the queries that they have received during that day and respond to queries in the info@theipsa.org.uk mailbox.

From next week, IPSA will have 5 additional team members assisting the MP Support and Payroll teams. We hope that this extra resource will help to reduce response times. We appreciate your patience while the new team members settle in.

All phone lines will be closed on Friday 7 June for IPSA staff training.

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, or on paper, to ICGS, 1st Floor Richmond House, House of Commons, London, SW1A 0AA.

Members' Staff HR Guidebook

The cross-party and bicameral Working Group on an Independent Complaints and Grievance Policy (ICGP) was established in November 2017 in response to allegations about inappropriate behaviour and a culture of bullying and sexual harassment in Westminster. The Working Group produced a report in February 2018, which led to the creation of Parliament's Behaviour Code and the Independent Complaints and Grievances Scheme.

An additional recommendation in that report was the creation of a [Members' Staff Handbook](#). This handbook brings together information about your terms and conditions, mandatory and optional policies and guidance provided by IPSA



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.

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.
