

# Timesheet

Please scan and email your completed timesheet to our payroll department via: **pay@axcis.co.uk**

1. Timesheets must reach us by Monday 6:00pm of the following week.
2. We recommend that candidates retain a signed copy of their timesheet.
3. It is the candidate's responsibility to confirm Axcis have their timesheet.

**Please call our payroll department on 0207 580 2956.**

**Candidate's Name:** \_\_\_\_\_ **School Name:** \_\_\_\_\_

**Week Beginning**(Mon): \_\_\_\_\_ **(Date)**  **Teacher**  **TA**  **Other**

	FULL DAY	HALF DAY	HOURS (Not including lunch breaks)
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
<b>TOTAL</b>			

I confirm that the above-named has satisfactorily completed the contract and has worked the stated day/hours this week (please tick the appropriate box(es) for the days / hours worked and delete those not worked) and accept Axcis Education Recruitment Terms of Business. **Please note:** TOB referred to are updated AWR compliant as of Oct 1<sup>st</sup>2011.

**Client's Name:** \_\_\_\_\_ **Client's Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rebook?** Please call your consultant on **0117 472 2400**

For **additional cover** for help filling a **permanent vacancy** please call us on **0117 472 2400**

To obtain blank timesheets go to **www.axcis.co.uk/useful-downloads**

For reasons of data protection, please be aware that Axcis payroll is operated by a third party provider