

**Midlands**

Axcis Education Recruitment  
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B3 2QD

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**Fax:** 0207 504 8761

**Email:** midlands@axcis.co.uk  
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# Timesheet

Please fax your completed timesheet to our payroll department on:  
**0207 504 8761** or scan and email to: **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 Commencing:** \_\_\_\_\_ (Date)     **Teacher**     **TA**     **Other**

	FULL DAY	HALF DAY	HOURS (Not including lunch breaks)
<b>MONDAY</b>			
<b>TUESDAY</b>			
<b>WEDNESDAY</b>			
<b>THURSDAY</b>			
<b>FRIDAY</b>			
<b>SATURDAY</b>			
<b>SUNDAY</b>			
<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 **0121 516 3024**

For **additional cover** for help filling a **permanent vacancy** please call us on **0121 516 3024**

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