

## North West

Axcis Education Recruitment  
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# Timesheet

Please fax your completed timesheet to our payroll department on:  
**0800 107 9904 or 01932 334445** 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 0800 107 0502 or 01932 334446.**

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

Week Commencing: \_\_\_\_\_ (Date)  Teacher  TA  Other

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

I confirm that the above-named has satisfactorily completed the contract and has worked the stated days/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 1st 2011.

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

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

- Rebook?** Please call your consultant on **0151 211 1005**
- For **additional cover** or help filling a **permanent vacancy** please call us on **0151 211 1005**

To obtain blank timesheets go to [www.axcis.co.uk/download](http://www.axcis.co.uk/download)

