

Midlands

Axcis Education Recruitment
Suite 21, Rugby Business Centre
21-23 Clifton Road
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CV21 3PY

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Freephone Fax: 0800 107 0489

Email: midlands@axcis.co.uk
Web: axcis.co.uk/midlands

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			
TOTAL			

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 **01788 562003**
- For **additional cover** or help filling a **permanent vacancy** please call us on **01788 562003**

To obtain blank timesheets go to www.axcis.co.uk/download

