

Timesheet

Please fax your completed timesheet to our payroll department on:
0800 107 9904 or scan and email to: **pay@axcis.co.uk**

Tel: 0114 213 3860
Fax: 0114 272 4361

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

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.

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 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 1st2011.

Client's Name: _____ Client's Signature: _____

Position: _____ Date: _____

Rebook? Please call your consultant on 0114 213 3860

For additional cover for help filling a permanent vacancy please call us on 0114 213 3860

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

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

