



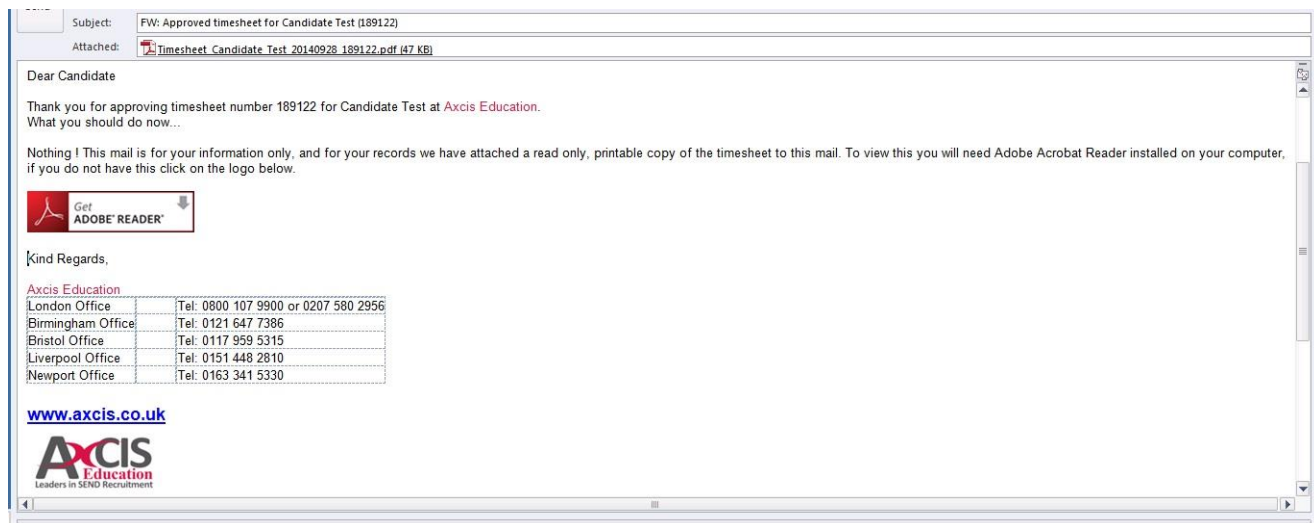
# **Guide to Online Timesheets**

Axcis uses an online timesheet system that helps to cut down on paper, enable us to be more efficient, more accurate and make your life easier.

### What do you need to do?

At this stage, nothing. Your school will be reminded by us to complete your timesheet online. When they have done so you will receive an email with a copy of the timesheet in PDF format attached. This email is for your records only. You don't need to forward it anywhere or do anything with it.

The email will look like this:



### What if I don't receive this email?

If you don't receive this email, first please check your junk folder in your email software. The email will be sent from [info@axcis.co.uk](mailto:info@axcis.co.uk) so please add this address to your safe senders list.

If you still can't find the email, then you can check online by logging into our portal at <http://www.axcis.co.uk> – the online timesheets link is in the left menu after you have successfully logged in – click this link to access your timesheets. You can select any one and check if it has been approved by opening it and checking the 'Authorised' section in the bottom left.

If your timesheet has not yet been approved and you think it should have been then please contact your consultant (rather than the client directly) to process the approval. It may be that the client has sent a paper timesheet on this occasion.

If your timesheet has been approved and you don't have the email you can download a copy by pressing 'Print' on the left of the screen.

Please note that to view timesheets you must have Adobe Acrobat Reader installed on your computer. This free software can be downloaded at <http://get.adobe.com/uk/reader>

**What if I accept a booking directly from a school (for example, to come back the next day)**

You MUST inform your consultant so that the booking can be extended on our system. If the booking isn't on our system for ALL, the days you work then the school will not be able to authorise your timesheet for those days. This is why it is essential you tell us if amendments are being made to the days for which you are booked for.

**What If I am sent to a school that does not do online timesheets?**

Your consultant should be able to warn you if you are being sent to a school which doesn't want to take part in the online timesheet system (check your placement confirmation email as information may be on there). If this is the case, it will be your responsibility to ensure a paper timesheet is filled out and signed for work completed at this school.

**If you have concerns?**

We have worked hard to ensure this system works smoothly. If you have any concerns or questions, please contact your consultant who will be pleased to help.

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