

**Liverpool**

Axcis Education Recruitment  
Business Frist  
Block A  
25 Goodlass Road  
Speke  
Liverpool  
L24 9HJ

Tel: 0151 448 2810  
Fax: 0151 448 2811

Email: liverpool@axcis.co.uk  
Web: axcis.co.uk/axcis-liverpool-office

# 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)
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
<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 **0151 448 8210**
- For **additional cover** for help filling a **permanent vacancy** please call us on **0151 448 8210**

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