

North Wales

Axcis Education Recruitment
Business Frist
Block A
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Liverpool
L24 9HJ

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Fax: 0151 448 2811

Email: liverpool@axcis.co.uk
Web: axcis.co.uk/axcis-north-wales-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 | | | |
| 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 **01352 355 255**

For **additional cover** for help filling a **permanent vacancy** please call us on **01352 355 255**

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