

Midlands

Axcis Education Recruitment
4th Floor, Colmore Gate
2-6 Colmore Row
Birmingham
B3 2QD

Tel: 0121 827 2030

Email: midlands@axcis.co.uk

Web: axcis.co.uk/axcis-birmingham-office

Timesheet

Please scan and email your completed timesheet to our payroll department via: 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 Beginning (Mon): _____ (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 1st 2011.

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

Position: _____ Date: _____

Rebook? Please call your consultant on 0121 827 2030

For **additional cover** for help filling a **permanent vacancy** please call us on 0121 827 2030

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