

Timesheet

Please scan and email your completed timesheet to our payroll department via: **pay@axcis.co.uk**

Tel: 0161 507 9397

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

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 1st2011.

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

Position: _____ **Date:** _____

Rebook? Please call your consultant on **0161 507 9397**

For **additional cover** for help filling a **permanent vacancy** please call us on **0161 507 9397**

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