

London

Axcis Education Recruitment
26 Little Portland Street
London
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Freephone Fax: 0800 107 9904

Tel: 020 7580 2956
Fax: 020 7580 2711

Email: info@axcis.co.uk
Web: www.axcis.co.uk

Timesheet

Please fax your completed timesheet to our payroll department on:
0800 1079904 or 01932 334445 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 0800 107 0502 or 01932 334446.

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			
TOTAL			

I confirm that the above-named has satisfactorily completed the contract and has worked the stated days/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:

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

Position: _____ Date: _____

- ☐ **Rebook?** Please call your consultant on **free phone 0800 107 9900**
- ☐ For **additional cover** or help filling a **permanent vacancy** please call us on **free phone 0800 107 9900**

To obtain blank timesheets go to **www.axcis.co.uk/download**

