



AXIS TIMESHEET

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Completed and authorised timesheets must be returned to Axis Recruitment by Monday 2.00pm (14:00hrs). Please post, fax or e-mail to the payroll department. Any unauthorised, late or incomplete timesheets will not be processed and may result in late payment of wages.

Please use black pen and capital letters.

Name of Worker _____ Job Title _____

Name of Workplace _____ Name of Supervisor _____

Workplace Address _____

DAY	DATE	START TIME	FINISHING TIME	LUNCH BREAK	SLEEP IN	TOTAL HOURS	WARD NAME	SUPERVISOR PRINT NAME	SUPERVISOR SIGNATURE & DATE
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									

Total hours worked for this week _____

New staff Induction completed (If Applicable):

End of Placement Feedback provided (If Applicable):

In signing this timesheet: We confirm that these hours have been worked by the Employee named at the top, acknowledge that we are in receipt of the Axis Recruitment Ltd Terms of Business, and confirm that payment will be made in accordance with those Terms of Business which can also be found at www.axisrec.com/terms_of_business.php.

Employee: _____ Signature: _____