

RETURN TO: **GLASPY GROUP**  
**3333 LEE PARKWAY, SUITE 600**  
**DALLAS, TEXAS 75219**  
**PHONE: 214-523-9657 FAX: 972-646-4060**

**ROUND TOTAL DAILY HOURS TO NEAREST  
 1/4 HOUR.**

**WEEK ENDING SUNDAY**

ACTUAL TIME WORKED				TME IN	TIME OUT	LESS LUNCHTIME HRS MIN	TOTAL HRS	OVERTIME HRS
<b>YOUR NAME (PLEASE PRINT)</b>				MONDAY				
<b>CLIENT NAME</b>				TUESDAY				
				WEDNESDAY				
<b>REPORT TO/ DEPARTMENT</b>				THURSDAY				
<b>ADDRESS</b>				FRIDAY				
<b>CITY</b>								
<b>ZIP</b>				SATURDAY				
				SUNDAY				
In consideration of services provided by KL Glaspy Group, LLC, the undersigned being an authorized representative of the client company agrees that client company will not directly employ or transfer to client company payroll the above named person for a period of one (1) calendar year following completion of their assignment without approval from a staff representative of KL Glaspy Group, LLC. Proper employee transfer arrangements can be made through policies set forth by KL Glaspy Group.				<b>ASSIGNMENT CONTINUING</b>		<b>TOTAL FOR WEEK ►</b>		
				<input type="checkbox"/> YES <input type="checkbox"/> NO				
<b>CLIENT SIGNATURE</b>				<b>EMPLOYEE SIGNATURE</b>				<b>(OFFICE USE ONLY)</b>