

## Temp Services Statewide Contracts

Departments should contact Human Resources (HR) before attempting to hire a temporary employee. HR approval is required to determine whether the individual is a current or past employee of the University System of Georgia, and if that is the case, whether you can proceed with the hiring. After consultation with HR, you may post a requisition for temporary position on HireTouch (HR's recruiting system) or use one of the eight statewide contracts for non-licensed professions or support staff. You will need to provide the following information to the recruiter: job description, schedule of work hours, number of hours, night/weekend requirement. You will also need to submit a Long-Term Parking Request.

If the temporary employee cannot be matched in one of the categories, please contact Julie Barnwell, Director of Procurement.

\*Information Technology Temporary Staffing should be secured through Computer Aid -SWCM #99999-001-0000149-0001  
[1-800-635-5138](mailto:1-800-635-5138) or email at [MSP\\_VendorMgmt@compaid.com](mailto:MSP_VendorMgmt@compaid.com)

\*Creating an ePro Special Requisition  
[https://fiscalservices.kennesaw.edu/docs/how\\_to\\_create\\_requisition\\_special\\_request.pdf](https://fiscalservices.kennesaw.edu/docs/how_to_create_requisition_special_request.pdf)

\*Job Aids, Speed Keys & Purchasing Codes  
<https://fiscalservices.kennesaw.edu/procurement/resources/job%20aids%20and%20purchasing%20codes.php>

\*\*\*COBB COUNTY FALLS IN DISTRICT #3 FOR PRICING ON THESE SWCM\*\*\*

Supplier	Office/ Clerical	Accounting/ Finance	IT *	Call Ctr / Customer Service	Human Resources	Medical/ Clinical	Medical/ Administrative	Legal/ Admin	Professional	Food Services	Landscape Grounds Maint.	Light Industrial	Executive Search	Construction	Other	Contact	Category Code	SWCM #
<a href="#">Abacus Corporation</a>	*	*		*	*	*	*	*	*	*	*	*			*Engineering & Technical/ Government & Defense/ Manufacturing/ Skilled Trade	Drew L. D'Avanzo dd@abacuscorporation.com Telephone: 410-252-2400 x 206	96269	99999-001-SPD0000136-0006
<a href="#">Dover Staffing</a>	*	*				*			*	*	*	*				Sanquinetta Dover sdover@doverstaffing.com Telephone: 404-259-9522	96269	99999-001-SPD0000136-0007
<a href="#">Focus of Georgia</a>	*	*		*	*	*	*	*	*			*				Terri Pavuk (Primary Contact) terrip@focusGA.com Telephone: 770-937-0410	96269	99999-001-SPD0000136-0001
<a href="#">New World Employment, LLC</a>	*	*	*	*	*	*		*	*	*	*	*				Michael Hairston michaelh@snellinggeorgia.com Telephone: 770-404-6735	96269	99999-001-SPD0000136-003A
<a href="#">Shaga Consulting &amp; Recruiting</a>	*			*	*				*		*	*			*Industrial and labor/Automotive/Logistics/ Electronics	Navin Patel scr@globalscr.com Telephone: 229-434-9101	96269	99999-001-SPD0000136-0005
<a href="#">Ark Temporary Staffing</a>	*	*		*				*	*		*	*			*Warehouse/ Material Handling	Renee Keitt dkeitt@arktempstaffing.com Telephone: 770-962-5099 jobs@arktempstaffing.com	96269	99999-001-SPD0000136-0002
<a href="#">Nitelines USA, Inc.</a>	*	*		*								*				H L McGlockton hl@nitelinesusa.com Telephone: 844-661-9120 ext. 23	96269	99999-001-SPD0000136-0004
<a href="#">Corporate Temps</a>	*	*		*	*				*		*	*			* Sales and Marketing/Engineering/ Warehouse	Renee White Renee@corporatetemps.com Telephone: 770-934-1710	96269	99999-001-SPD0000136-0008
<a href="#">InGenesis, Inc.</a>	*	*		*	*	*	*	*				*	*			<a href="mailto:gastaffing@ingenesis.com">gastaffing@ingenesis.com</a>	96269	99999-001-SPD0000136-0009
<a href="#">Computer Aid</a>			*													<a href="mailto:MSP_VendorMgmt@compaid.com">MSP_VendorMgmt@compaid.com</a>	96269	99999-001-SPD0000149-0001