

Use of Temporary Employment Services

1. Local Human Resources (HR) representatives should be contacted when someone is considering obtaining services through a temporary employment agency.
2. Payment for services rendered by temporary employment agency personnel is not to be made unless the supervisor has approved the satisfactory completion of duties and time. Districts/divisions/offices are responsible for keeping time records and processing payments.
3. The expense for temporary employment agency personnel is chargeable to the expense and equipment account, as they are not department employees.
4. Temporary employment agency personnel are subject to the same performance standards as applied to department employees.
5. For names of temporary employment agencies that have contracts with the state, please contact the HR Division or access the State of Missouri web site at [Statewide Temporary Employment Agency Contracts](#).