



Order Process

Supervisors and managers may decide to use Excel for short term work situations, such as an employee is absent for a temporary period due to an emergency, accident, illness, family responsibilities, or mandatory jury duty.

- GSA customer places an order with Excel through GSA Advantage, by phone, email, or fax.
- An Excel Staffing Supervisor takes your order and keeps you informed on its status. This Staffing Supervisor will be the single point of contact to manage your order from the time you place it until the last day of the assignment.
- Your Excel Staffing Supervisor will recruit, test, and screen appropriate candidates who have the skills and experience that meet your requirements. You may interview candidates at your option.
- Once the candidate has been selected, your Excel Staffing Supervisor will confirm the name of the candidate and answer any additional questions you may have regarding their work experience and skills. We will then confirm to whom the Excel employee should report, location, working hours etc.
- The Excel employee will present you with a timecard each week for your signed approval before submitting it to Excel.
- Our employees are paid for approved time through direct deposit or pay card and a corresponding invoice is issued to the appropriate authority.
- Any reports you request on usage and cost can be delivered within hours.
- At any time during the ordering process and assignment, we encourage you to ask us any questions regarding our services.

We want to save you the time and effort of hiring extra help with no long-term commitment.