## MPA 569 SC-1000000311 Knowledge Services Temp Staffing Requisition Upload Attachment

**Agency Instruction:** **Knowledge Services requisitions require all agencies to upload a completed MPA 569 Requisition Attachment to the Requisition in Workday. The comprehensive listing of each temp staffing contractor associated with this requisition, inclusive of the four categories of information required below: Bill Rate, Contractor Name, Rate Card Title, Start Date & Total Hours. (A separate row should be used for each individual temp staff. - Do not group multiple staff with identical rate card titles.) Column F "Optional Information for Agency Use Only" is not a required field; it is provided should the Agency find it helpful to capture additional information for Agency needs.**

| Agency Name | Agency Contract Contact(s) Email and Telephone |
|---|---|
| | |

| Hourly Bill Rate | Contractor Name | Rate Card Title (not internal title) | Start Date | PO Total Hours [Ex: 35 hrs X 26.09 weeks = 913.15] | Optional Information for Agency Use Only |
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