Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Rachel Bahnsen/Payroll

DATE: September 29, 2026

FROM: Amanda Allen

DIV or UNIT: Administration

SUBJ: PPA request for: Shane Benich

Title of PPA activity: Interim Chief Information Officer

Dates (or semesters) of activity: September 1, 2026 - November 30, 2026

A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Assume the duties and responsibilities of Interim Chief Information Officer until the position is permanently filled.

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		$ 1,000.00	$ 3,000.00
	TOTAL	$ 1,000.00	$ 3,000.00

Budget Number : 1110-13032-6093-602

C. **Approvals**

Supervisor: _____ **Date:** _____

VP: _____ **Date:** _____

President: _____ **Date:** 09/01/26