



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Kettida Vasiknanon

DATE: 05/09/2025

FROM: Tessa Mathews

DIV or UNIT: Enterprise Applications

SUBJ: PPA request for: Tyler Wittig
Title of PPA activity: Argos Report Transition Project
Dates (or semesters) of activity: May - September

- 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.

As part of the SaaS migration, all internal MS Access reports need to be transitioned to Argos. Tyler will assist in the creation of data blocks, dashboards, and reports in Argos. He will also ensure the folder structure for the report setup aligns with the needs of the functional areas. Tyler will help ensure that the needed reports are available for end users by the October SaaS go-live date.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)		\$ 500.00	\$ 2,500.00
ON OVERLOAD (additional compensation)			
TOTAL		\$ 500.00	\$ 2,500.00

Budget Number : 1110.13030.6093.602

C. **Approvals**

Supervisor: Tessa Mathews Digitally signed by Tessa Mathews
Date: 2025.05.12 11:25:08 -05'00'
Date: 05/09/2025

VP: Kettida Vasiknanon Digitally signed by Kettida Vasiknanon
Date: 2025.05.12 11:35:50 -05'00'
Date: _____

President: Betty Mathews Date: 5-12-25