



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Presient McCrohan

DATE: 07/25/2025

FROM: Rachel Bahnsen

DIV or UNIT: Human Resources Department

SUBJ: PPA request for: Kerri Novak

Title of PPA activity: Additional duties/responsibilities to HR vacancies

Dates (or semesters) of activity: 08/01/2025 to 08/312025

- 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.

Kerri Novak, Human Resources Coordinator will perform the job duties and responsibilities of the Human Resources Administrative Assistant until the position is filled and assist with the job duties and responsibilities of the Payroll and Benefits Specialist while the specialist is out on FMLA leave. Due to the vacancy and the high level of need in the Human Resources Department, I am requesting a PPA for Ms. Novak to compensate her for the additional responsibilities, time, and oversight she is providing to the HR Department during this period.

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 1,200.00	\$ 1,200.00
TOTAL		\$ 1,200.00	\$ 1,200.00

Budget Number : 1110.117.6101 6002

- C. **Approvals**

Supervisor: Rachel Y. Bahnsen Digitally signed by Rachel Y. Bahnsen
Date: 2025.07.25 09:46:30 -05'00' Date: _____

VP: _____ Date: _____

President: Becky McCrohan Date: 7-30-25