

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

PATE: O7/25/2025 Rachel Bahnsen Human Resources Department EVENT PPA request for: Dates (or semesters) of activity: Dates (or semesters) of activity: Dates (or semesters) of activity: A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of task expected outcomes (append add'l pages if necessary). If PPA duties are described in a comproved 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 Payround 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 ar requesting a PPA for Ms. Novak to compensate her for the additional responsibilities, time, and oversight she is providing to the HR Department duthis period.						
Human Resources Department PPA request for: Additional duties/responsibilities to HR vacancies	TE:	07/25/	/2025			
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