



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Amanda Allen

DATE: 06/25/2024

FROM: Tessa Mathews

DIV or UNIT: Information Systems

SUBJ: PPA request for: Pisal Var
 Title of PPA activity: System Admin Coverage
 Dates (or semesters) of activity: July - August 2024

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.

Current System Admin last day will be July 12. Pisal will learn the job functions and duties to provide coverage until hiring process is complete.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)		\$ 1,000.00	\$ 2,000.00
ON OVERLOAD (additional compensation)			
TOTAL		\$ 1,000.00	\$ 2,000.00

Budget Number : 1110 13032 6093 6082

C. **Approvals**

Supervisor: Tessa Mathews

Digitally signed by Tessa Mathews
DN: cn=Tessa Mathews, o=WCJG,
ou=Director of Institutional Research,
email=tessam@wcjc.edu, c=US
Date: 2024.06.26 10:32:21 -0500

Date: 06/26/2024

VP: Amanda A. Allen

Digitally signed by Amanda A. Allen
DN: cn=Amanda A. Allen, o=WCJG,
email=allen@wcjc.edu, c=US
Date: 2024.06.26 12:16:42 -0500

Date: _____

President: *Betty McLeod*

Date: 6-26-24