Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Amanda Allen

DATE: 08/02/2024

FROM: Robby Mathews

DIV or UNIT: Infomation Technology

SUBJ: PPA request for: Shane Benich

Title of PPA activity: Banner Hardware and Services Coverage

Dates (or semesters) of activity: August - September 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.

In the absence of a System Admin, ensure the all of the Banner hardware backups are functioning and all services on the hardware are operational.

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: Robby Mathews _Digitally signed by Robby Mathews Date: 2024.08.02 16:11:22 -05'00'_ Date: _____

VP: _[signature]_ Date: 08/08/24

President: _[signature]_ Date: 8-8-24