



**Wharton County
Junior College**

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

TO: Amanda Allen

DATE: 09/03/2024

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: September - October 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 left July 12 and position is still unfilled. Until the position is filled, Pisal will cover the necessary duties of this position, including Banner access/privileges, system start-up and maintenance, etc.

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

VP: [Signature]

President: [Signature]

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

Date: 09/03/2024

Date: 09/04/24

Date: 9-28-24