



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Amanda Allen

DATE: 05/09/2025

FROM: Tessa Mathews

DIV or UNIT: Institutional Research

SUBJ: PPA request for: Oscar Cano

Title of PPA activity: Argos Report Transition Project

Dates (or semesters) of activity: May - September

- 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.

As part of the SaaS migration, all internal MS Access reports need to be transitioned to Argos. Oscar will assist in the creation of data blocks, dashboards, and reports in Argos. He will help ensure that the needed reports are available for end users by the October SaaS go-live date.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)		\$ 500.00	\$ 2,500.00
ON OVERLOAD (additional compensation)			
TOTAL		\$ 500.00	\$ 2,500.00

Budget Number : 1110.13030.6093.602

C. **Approvals**

Supervisor: Tessa Mathews Digitally signed by Tessa Mathews
Date: 2025.05.12 11:23:45 -05'00'

VP: Kettida Vasiknanon Digitally signed by Kettida Vasiknanon
Date: 2025.05.12 11:35:09 -05'00'

President: Betty McCreary Date: 5-12-25