

Payroll Voucher For: **Special Session and Winter Session**

Department / College: **Send completed form to cpge-voucher@sjsu.edu**

Payroll: **Route all checks to CPGE (0135)**

If you have any questions regarding this voucher, please contact Aparna Kanungo at 408-924-2691

The following information should be completed (typed) by department/ college initiating the pay voucher.

Date		
Employee Name		
Employee ID #		
Dept/College		List department and/or college name, whatever is pertinent to your college
Program		List CPGE program name
Position #		List CPGE position number
Class Code	2322	Special Session and Winter Intersession salaries are paid on job code 2322
Course Prefix		List course prefix. (example: AE 250)
Course Title		List course title
Course Dates		List course start date and end date (use format- mm/dd/yy - mm/dd/yy)
PeopleSoft Course #		Fill in appropriate PeopleSoft course number
Academic Term and Year		Term: Fall, Winter, Spring or Summer.
Fund #		Update with the department/college's CPGETrust CERF fund number.
Dept ID #		Fill in appropriate department id number (DeptID on CPGE position list).
Account #	601814	Special Session faculty account number will always be #601814.
Employee Rank		List one of the following: 2= Lecturer (also referred to as LA or instructor), 3= Assistant Professor (also referred to as LB), 4=Associate Professor (also referred to as LC), or 5=Professor (also referred to as LD)
Number of Students		List number of students in course
Number of Units		List number of course units
Rate Per Unit		Reference Article 40.20 of Current CFA Agreement.
Total Salary		Total Salary = Number of units* Rate/unit

Department Chair or Program Director

Date

College Dean or Designee

Date

For CPGE Use Only:

CPGE Signature & Date

Date Form Submitted to UP: