

**SAN JOSÉ STATE UNIVERSITY | COLLEGE OF PROFESSIONAL AND GLOBAL EDUCATION**

**Payroll Voucher For: Summer Intersession**

**Department / College: Route completed form in Docusign**

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

*If you have any questions please email CPGE Office at [cpge-voucher@sjsu.edu](mailto:cpge-voucher@sjsu.edu)*

**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
Program		List CPGE program name
Position #		List CPGE position number
Job Code	2357	Summer Intersession pays on jobcode 2357
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		Summer 20XX
Fund #		Update with the department/college's CPGE Trust CERF fund number.
Dept ID #		Fill in appropriate department id number (DeptID on CPGE position list
Account #	601803	Summer Intersession faculty account number will always be #601803
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)
Annual 1.0 Salary		Input Full-time annual 1.0 salary
Number of WTUs		Input number of weighted teaching units (WTUs)
FTE/F		Calculate FTEF (WTU/15) - DO NOT OVERRIDE FORMULA
Total Salary		(Annual Salary/30)*WTU- DO NOT OVERRIDE FORMULA
Per Unit Rate		Total Salary/WTUs [FOR PAYROLL USE; DO NOT OVERRIDE FORMULA]

**Department Chair or Program Director**

**Date**

**College Dean or Designee**

**Date**

**For CPGE Use Only:**

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CPGE Signature & Date