



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

Telephone (310) 532-3670 or 1-866-ELCAMINO

www.elcamino.edu

PAYROLL REPORTING INFORMATION FOR FULL-TIME CERTIFICATED ADMINISTRATORS 2023-2024

Please note:

Timesheets must be received by egabriel@elcamino.edu before NOON on the due date

PAY PERIOD	TIMESHEET/ABSENCE REPORT DUE	WARRANT DISTRIBUTION
July 1–31, 2023	July 31, 2023	August 1, 2023
August 1-31, 2023	August 31, 2023	September 1, 2023
September 1-30, 2023	September 29, 2023	October 2, 2023
October 1-31, 2023	October 31, 2023	November 1, 2023
November 1-30, 2023	November 30, 2023	December 1, 2023
December 1-31, 2023	December 15, 2023	January 2, 2024
January 1-31, 2024	January 31, 2024	February 1, 2024
February 1-29, 2024	February 29, 2024	March 1, 2024
March 1-31, 2024	March 29, 2024	April 1, 2024
April 1-30, 2024	April 30, 2024	May 1, 2024
May 1-31, 2024	May 31, 2024	June 3, 2024
June 1-30, 2024	June 27, 2024	July 1, 2024

If you have any questions, please contact: Evelyn Gabriel egabriel@elcamino.edu