



**EL CAMINO COMMUNITY COLLEGE DISTRICT**

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

[www.elcamino.edu](http://www.elcamino.edu)

**Fiscal Year 2023-2024 Payroll Reporting Schedule for**

**Full and Part-time Certificated**

**Full and Part-time Counselors**

**Please note: Timesheets must be received by the corresponding payroll partner before noon on the due date.**

Part Time Certificated Personnel and PT Counselor - Bryan Kawakami

[bkawakami@elcamino.edu](mailto:bkawakami@elcamino.edu)

Full-Time Certificated Personnel – Leilani Abyad

[labyad@elcamino.edu](mailto:labyad@elcamino.edu)

Full-Time Counselors – Evelyn Gabriel [egabriel@elcamino.edu](mailto:egabriel@elcamino.edu)

<u>Pay Period</u>	<u>Time Sheet Due Date</u>		<u>Warrant Distribution Date</u>	
	<u>PT Hourly</u>	<u>FT Absence Report</u>	<u>Full Time</u>	<u>Part Time</u>
06/01/23 – 06/30/23	06/18/23	06/09/23	06/30/23	07/05/23
07/01/23 – 07/31/23	07/19/23	07/30/23	07/31/23	08/04/23
08/01/23 – 08/31/23	08/18/23	08/31/23	08/31/23	09/05/23
09/01/23 – 09/30/23	09/15/23	09/30/23	09/29/23	10/05/23
10/01/23 – 10/31/23	10/19/23	10/29/23	10/31/23	11/03/23
11/01/23 – 11/30/23	11/17/23	11/30/23	11/30/23	12/05/23
12/01/23 – 12/31/23	12/08/23	12/17/23	12/28/23	01/05/24
01/01/24 – 01/31/24	01/19/24	01/31/24	01/31/24	02/05/24
02/01/24 – 02/29/24	02/16/24	02/29/24	02/29/24	03/05/24
03/01/24 – 03/31/24	03/18/24	03/31/24	03/29/24	04/05/24
04/01/24 – 04/30/24	04/19/24	04/29/24	04/30/24	05/03/24
05/01/24 – 05/31/24	05/20/24	05/31/24	05/31/24	06/05/24
06/01/24 – 06/30/24	06/18/24	06/07/24	06/28/24	07/05/24

**Unpaid absences must be reported daily as follows:**

Part Time Instructors, Special Assignments and Summer/Winter Sessions [bkawakami@elcamino.edu](mailto:bkawakami@elcamino.edu)

Full Time Instructors and Overload [labyad@elcamino.edu](mailto:labyad@elcamino.edu)

Full Time Counselors [egabriel@elcamino.edu](mailto:egabriel@elcamino.edu)