



## 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)

### PAYROLL REPORTING INFORMATION FOR FULL-TIME CERTIFICATED ADMINISTRATORS 2024-2025

**Please note: Timesheets should be uploaded to MS Teams on the due date.**

<b>PAY PERIOD</b>	<b>TIMESHEET/ABSENCE REPORT DUE</b>	<b>WARRANT DISTRIBUTION</b>
July 1–31, 2024	July 31, 2024	August 1, 2024
August 1-31, 2024	August 30, 2024	September 3, 2024
September 1-30, 2024	September 30, 2024	October 1, 2024
October 1-31, 2024	October 31, 2024	November 1, 2024
November 1-30, 2024	November 27, 2024	December 2, 2024
December 1-31, 2024	December 13, 2024	January 2, 2025
January 1-31, 2025	January 31, 2025	February 3, 2025
February 1-28, 2025	February 28, 2025	March 3, 2025
March 1-31, 2025	March 28, 2025	April 1, 2025
April 1-30, 2025	April 20, 2025*	May 1, 2025
May 1-31, 2025	May 20, 2025	June 2, 2025
June 1-30, 2025	June 30, 2025	July 1, 2025

**If you have any questions, please contact:** Lisa Suarez - [lsuarez@elcamino.edu](mailto:lsuarez@elcamino.edu)

Live checks will be available for pickup on pay day at the Cashier's Office from

**9:00am - 1:00pm only**

After 1:00pm on pay day the checks will be mailed out.