



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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www.elcamino.edu

CLASSIFIED PAYROLL TIME SHEETS FOR 2024-2025

Please refer to the payroll schedule for the **2024-2025** fiscal year.

Approved time sheets **MUST** be emailed to ~~Anita Walker~~ [Diane Keophan, dkeophan@elcamino.edu](mailto:dkeophan@elcamino.edu) ~~amwalker@elcamino.edu~~ at the Payroll Office **by noon** on the date indicated.

<u>Pay Period</u>	<u>Time Sheet Due</u>
07/01/24 - 07/31/24	July 24, 2024
08/01/24 - 08/31/24	August 23, 2024
09/01/24 - 09/30/24	September 20, 2024
10/01/24 - 10/31/24	October 24, 2024
11/01/24 - 11/30/24	November 22, 2024
12/01/24 - 12/31/24	December 18, 2024
01/01/25 - 01/31/25	January 24, 2025
02/01/25 - 02/29/25	February 21, 2025
03/01/25 - 03/31/25	March 21, 2025
04/01/25 - 04/30/25	April 23, 2025
05/01/25 - 05/31/25	May 23, 2025
06/01/25 - 06/30/25	June 24, 2025

[Diane Keophan, dkeophan@elcamino.edu](mailto:dkeophan@elcamino.edu)

If you have any questions, please contact ~~Anita Walker~~ amwalker@elcamino.edu