



**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 2024-2025 Payroll Reporting Schedule for  
Full and Part-time Certificated  
Full and Part-time Counselors**

**Please note: Timesheets must be uploaded to the MS Teams Site before noon on the due date. Dates are subject to change pending LACOE's schedule.**

Part Time Certificated Personnel and PT Counselors - Bryan Kawakami, [bkawakami@elcamino.edu](mailto:bkawakami@elcamino.edu)

Full-Time Certificated Personnel – Leilani Abyad, [labyad@elcamino.edu](mailto:labyad@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>
06/01/24 – 06/30/24	06/18/24	06/07/24	06/28/24	07/05/24
07/01/24 – 07/31/24	07/18/24	07/31/24	07/31/24	08/05/24
08/01/24 – 08/31/24	08/19/24	08/30/24	08/30/24	09/05/24
09/01/24 – 09/30/24	09/16/24	09/30/24	09/30/24	10/04/24
10/01/24 – 10/31/24	10/18/24	10/31/24	10/31/24	11/05/24
11/01/24 – 11/30/24	11/18/24	11/29/24	11/26/24	12/05/24
12/01/24 – 12/31/24	12/09/24	12/14/24	12/30/24	01/03/25
01/01/25 – 01/31/25	01/17/25	01/31/25	01/31/25	02/05/25
02/01/25 – 02/28/25	02/14/25	02/28/25	02/28/25	03/05/25
03/01/25 – 03/31/25	03/18/25	03/31/25	03/28/25	04/04/25
04/01/25 – 04/30/25	* 04/20/25	04/20/25	04/30/25	05/05/25
05/01/25 – 05/31/25	05/20/25	05/20/25	05/30/25	06/05/25
06/01/25 – 06/30/25	06/18/25	06/16/25	06/30/25	07/03/25

**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/Counselors, Special Assignments and Overload [labyad@elcamino.edu](mailto:labyad@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.