



## 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

## 2025-2026

Please email timesheets to [lsuarez@elcamino.edu](mailto:lsuarez@elcamino.edu) by noon on the due date.

PAY PERIOD	TIMESHEET/ABSENCE REPORT DUE	WARRANT DISTRIBUTION
July 1–31, 2025	July 21, 2025	August 1, 2025
August 1-31, 2025	August 20, 2025	September 2, 2025
September 1-30, 2025	September 22, 2025	October 1, 2025
October 1-31, 2025	October 20, 2025	November 3, 2025
November 1-30, 2025	November 21, 2025	December 1, 2025
December 1-31, 2025	December 19, 2025	January 2, 2026
January 1-31, 2026	January 20, 2026	February 2, 2026
February 1-28, 2026	February 20, 2026	March 2, 2026
March 1-31, 2026	March 20, 2026	April 1, 2026
April 1-30, 2026	April 20, 2026	May 1, 2026
May 1-31, 2026	May 20, 2026	June 1, 2026
June 1-30, 2026	June 22, 2026	July 1, 2026

**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.