



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

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

www.elcamino.edu

2024-2025 PAY SCHEDULE FOR HOURLY EMPLOYEES (Student workers, Work Study, substitutes and all temporary classified hourly employees)

****Time Entry Deadline**:** All hours worked by hourly employees must be entered into TimeKeeper by the last working day of each month. IT will extract data directly from TimeKeeper on the first business day of the month following month-end. **Any hours not entered by this deadline will result in late payment.**

Signed Timesheets are due on the 10th of each month

PAY PERIOD

PAY DAY

July 1 – July 19, 2024

August 9, 2024

July 20 – August 19, 2024

September 10, 2024

August 20 – September 19, 2024

October 10, 2024

September 20 – October 19, 2024

November 8, 2024

October 20 – November 19, 2024

December 10, 2024

November 20 – December 19, 2024

January 10, 2025

December 20 – January 19, 2025

February 10, 2025

January 20 – February 19, 2025

March 10, 2025

February 20 – March 31, 2025

April 10, 2025

April 1 – April 30, 2025

May 9, 2025

May 1 – May 31, 2025

June 10, 2025

June 1 – June 30, 2025

July 10, 2025

Payroll Department contacts are as follows, based on employees whose last names begin with the letters:

A-Z Evelyn Gabriel egabriel@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.