



## 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 2025-2026 Payroll Reporting Schedule for Full and Part-time Certificated Full and Part-time Counselors

**Please note: Timesheets must be received by the corresponding payroll partner before noon on the due date.**

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

Full-Time Certificated Personnel and FT Counselors – Leilani Abyad  
[labyad@elcamino.edu](mailto:labyad@elcamino.edu)

<u>Pay Period</u>	<u>Time Sheet Due Date</u>		<u>Warrant Distribution Date</u>	
	FT Absence Reports & Timesheets	PT Hourly	Full Time	Part Time
06/01/25 – 06/30/25	06/16/25	06/16/25	06/30/25	07/03/25
07/01/25 – 07/31/25	07/17/25	07/22/25	07/31/25	08/05/25
08/01/25 – 08/31/25	08/18/25	08/21/25	08/29/25	09/05/25
09/01/25 – 09/30/25	09/17/25	09/19/25	09/30/25	10/03/25
10/01/25 – 10/31/25	10/20/25	10/22/25	10/31/25	11/05/25
11/01/25 – 11/30/25	11/12/25	11/18/25	11/25/25	12/05/25
12/01/25 – 12/31/25	12/15/25	12/15/25	12/30/25	01/05/26
01/01/26 – 01/31/26	01/16/26	01/22/26	01/30/26	02/05/26
02/01/26 – 02/28/26	02/13/26	02/19/26	02/27/26	03/05/26
03/01/26 – 03/31/26	03/17/26	03/19/26	03/30/26	04/03/26
04/01/26 – 04/30/26	04/17/26	04/21/26	04/30/26	05/05/26
05/01/26 – 05/31/26	05/15/26	05/21/26	05/29/26	06/05/26
06/01/26 – 06/30/26	06/15/26	06/15/26	06/30/26	07/03/26

### **Unpaid absences must be reported daily as follows:**

ALL Part-Time Instructors, PT Special Assignments and PT Summer/Winter Sessions  
[bkawakami@elcamino.edu](mailto:bkawakami@elcamino.edu)

ALL Full-Time Instructors and Full-time Counselors, FT Overload, FT Special Assignments and FT Summer/Winter Sessions [labyad@elcamino.edu](mailto:labyad@elcamino.edu)