

How to Fill out Replacement Admin Timesheet

**LIMESTONE DISTRICT SCHOOL BOARD
Replacement (Retired) Administrator Pay Sheet**

One Week Pay Period: From September 3, 2023 To September 9, 2023

Full Name: John Doe ID # 12345

School: What school did you work at?

Day	Date	AM	Name of Administrator Replaced	P	Reason for Replacement
		PM		or	
		Full Day			VP
Mon	9/4/23	PM	Jane Doe	P	Sick
Tues	9/5/23	Full		VP	Vacancy
Wed					
Thurs					
Fri					

Employee must sign

1.5

Employee Signature: _____

Date _____

Authorized school personnel must sign

Principal Signature: _____

Date _____

Date

NOTES:

- * All areas need to be complete before submitting. *
- * All timesheets must be submitted to the Superintendent of your school directly for approval. *
- * All absences must be recorded in smart find. This should also be reflected on this timesheet. *
- * It is the responsibility of the working retired employee to track their own days for pension reasons. *
- * If any information is missing, the timesheet will not be processed and will need to be corrected before pay can be issued. *
- * Casual employees will be paid 2 weeks in arrears. Please click [here](#) for the payroll schedule. *