

How to Fill out Replacement Admin Timesheet

LIMESTONE DISTRICT SCHOOL BOARD Replacement (Retired) Administrator Pay Sheet

One Week Pay Period: From September 6, 2026 To September 12, 2026

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	9/7/26	PM	Jane Doe	P	Sick
Tues	9/8/26	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. *
- * Timesheets must be downloaded in order for all boxes to work properly. *
- * 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. *