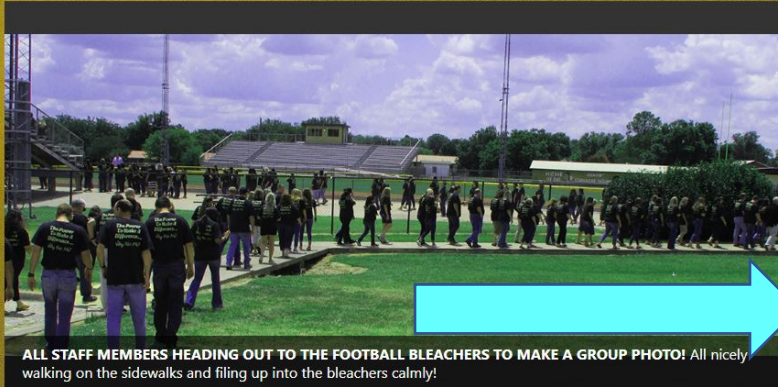


Procedures for Accessing Payroll Information

1. Go to www.comancheisd.net and click on the following:
 - a. Staff tab
 - b. Secure staff login
Login: _____ and password: _____
 - c. Under District Information: **Payroll Reports**
 - d. **Employee Access**: Fill in your user name and password or if you are a new user select New User.
 - i. If you are a new user, fill in your **Social Security #**, **Date of Birth**, and **Zip Code** and click retrieve and complete the information needed.
 - e. Once in **Employee Access** there are three tabs, **Inquiry** , **Self-Service**, and **Leave** .
 - i. Under the **Inquiry** tab you can access the following:
 1. *Calendar Year to Date*
 2. *Current Pay Information*
 3. *Deductions*
 4. *Earnings (Monthly Payroll Check Information)*
 5. *W2 Information*
 6. *1095 Information(Currently not active)*
 - ii. Under the **Self-Service** tab you can access and **UPDATE** the following:
 1. **Change Password**
 2. **Demographic Information**
 - a. **Marital Status**
 - b. **Driver's License Information**
 - c. **Personal Information Restricted**
 - d. **Emergency Contact Information**
 - e. **Email Information**
 3. **Payroll Information**
 - a. **W4 Information**
 - iii. Under the **Leave** tab you can access the following:
 1. *Leave Balance*



Enthusiastically Pursuing a Tradition of Excellence



ALL STAFF MEMBERS HEADING OUT TO THE FOOTBALL BLEACHERS TO MAKE A GROUP PHOTO! All nicely walking on the sidewalks and filing up into the bleachers calmly!



QUICKLINKS

NEWS AND ANNOUNCEMENTS

CALENDAR



Enthusiastically Pursuing a Tradition of Excellence



QUICKLINKS

- 2019-2020 School Calendar
- On-Line Lunch Application
- Menus
- Athletic Schedules
- Weather Information
- Alumni
- Employment Opportunities

Helpful Downloads



Staff

- [txGradebook](#)
- [txGradebook Guide](#)
- [txGradebook Training Videos](#)
- [txConnect](#)
- [Rubistar](#)
- [Grade Calculator](#)
- [TXEIS Login](#)
- [BoardBook Login](#)

Web Tools

- Teacher Web Page Editing
- Campus Web Page Editing
- District Web Page Editing
- How to Guide for Teachers
- CISD Tech Tools
- CISD eTextbooks

Secure Staff Login

This is a restricted site. Please see site administrator for login information.

Policy Resources

- [EMPLOYEE HANDBOOK](#)
- [PD360](#)

FYI

- [Texas School Business](#)
- [Texas in Transition](#)

Furthering Your Education

Master Degree



Google Docs Intro Training



QUICKLINKS

- 2019-2020 School Calendar
- On-Line Lunch Application
- Menus
- Athletic Schedules
- Weather Information
- Alumni
- Employment Opportunities

CISD Secure Staff Links

Comanche ISD Apps Services

Financial/Payroll Forms

Maintenance Request

Transportation Requests

Technology Assistance Request

1-800-MD

Payroll Reports

Blood Borne Pathogen Annual Report

Confidentiality Training & Quiz

CPS Training & Quiz

Employee Code of Conduct

Employee Conflict of Interest

Employee Handbook Receipt

Staff Development Form

CISD Benefits Portal



Employee Access

User Name:

Password:

County District: 047901

IMPORTANT:

This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

TCC Accessibility Statement:

We recognize the importance of providing an application that is accessible to the widest possible audience, regardless of technology or ability. This application endeavors to conform to the World Wide Web Consortium (W3C) [Web Content Accessibility Guidelines 2.0](#) and we strive to adhere to the accepted guidelines and standards for accessibility and usability as comprehensively as possible. Should you experience any difficulty accessing this application please [contact us](#).



Employee Access Version:

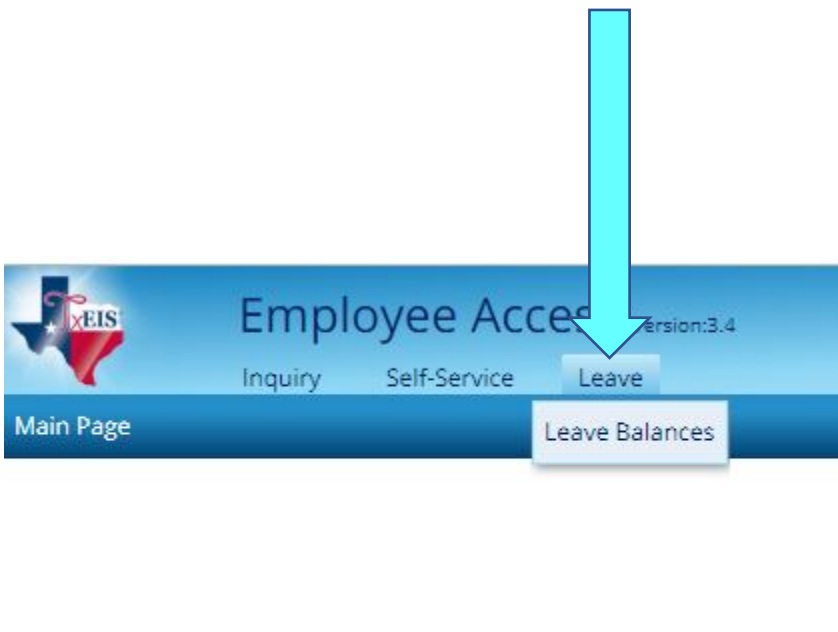
Employee Access > New User

Please enter your social security #, date of birth, and zip and click Retrieve.

Social Security # (no dashes)

Date of Birth (mm dd yy)

Zip Code



You can update your information under the SELF-SERVICE tab.

(Marital Status, Drivers License, Restrict Personal Information, Emergency Contact, Email, W4)