

TIMEKEEPER Procedures

Non-exempt employees are required to clock-in and out daily. Employees performing after school tutorials, etc. must also clock-in and out in order to be paid for these duties. Listed below are steps to follow to clock-in and out:

- Once at the computer you will click on the **TIMEKEEPER** icon

- If you do not have a **TIMEKEEPER** icon on your computer you can access it through the **SECURE STAFF** on our website at www.comancheisd.net.
 - Click on **SECURE STAFF** and log in.
Login_____Password_____
 - Click on **COMANCHE ISD APPS SERVICES**
 - Click on **TIMEKEEPER**

- Under **NAME** click on the drop down list and select your name

- Under **EMPLOYEE NUMBER** type in your employee number

- Under **JOB CODE** click on the drop down list and select the appropriate job code

- Under **TIMEKEEPER ACTION** select Clock-In (see attached)

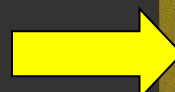
- Under **ADDITIONAL INFORMATION** nothing is needed unless there is a reason for being late, etc.

- If you want a copy of the information you are submitting to be emailed to you select the "**SEND ME A COPY OF MY RESPONSES**" box.

- Click **SUBMIT** (see attached)

- Follow the same procedures to clock-out

**ALL PARENTS:
PLEASE CHECK YOUR
INDIVIDUAL CAMPUS
WEB PAGES DAILY FOR
CURRENT INFORMATION**



QUICKLINKS

- 2020-2021 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

Comanche ISD

Use the top menu bar or the following logo/links to access App Services.



→ Select TimeKeeper to Clock In/Out.

Staff and Subs - Select My TimeKeeper to view hourly summary of current pay period.



Select TimesAway to submit new absence from duty and/or sub requests.

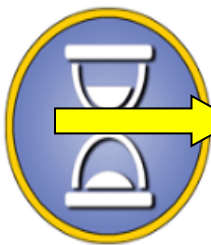
Staff - Select My TimesAway to view/edit existing requests.

Subs - Select My Sub Assignments to view current and upcoming assignments.



Select TransTrack to submit new transportation vehicle requests.

Select My TransTrack to view/edit existing requests.



Select Name, Enter Employee Number and click 'Verify' to submit TimeKeeper Action.

→

Verify ←

Comanche ISD

Hourly time clock.

Your email address (kherring@comancheisd.net) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

Name *

Select your name from the drop down list.

Employee Number *

Job Code *

Select the Job Code from the drop down list.

TimeKeeper Action *

- Clock In
- Clock Out

Additional Info

SUBS - MUST ENTER TEACHER'S NAME FOR WHOM YOU ARE SUBBING. Others may provide additional info and/or explanation of late entries. DOCUMENT HERE IF YOU DID NOT TAKE YOUR AUTO-DEDUCTED DUTY FREE LUNCH TODAY.

Your answer

Send me a copy of my responses.

Submit