TIMESAWAY Procedures

All employees are required to put in a TIMESAWAY when absent from work. This includes sick leave, workshops/trainings, personal leave, jury duty, vacation time, etc.

1. Go to www.comancheisd.net and click on the following:
    a. STAFF tab

    b. SECURE STAFF tab and login

       Login: _____ and password: _____

    c. Select COMANCHE ISD APPS SERVICES

    d. Select TIMESAWAY and complete the form

Name: *

Select your name from the drop down list.

Choose ▼

Campus: *

Please select from the list.

Choose ▼

Position: *

○ Administrator

○ Teacher

○ Support Staff

Start Date of Absence: *

Date

mm/dd/yyyy

End Date of Absence: *

Date

mm/dd/yyyy

Request Type *

Only use 'Update' or 'Cancel' when editing a pre-populated form.

○ New

○ Update

○ Cancel

NEXT

SUBPAGES (23):   VIEW ALL

Comments

You do not have permission to add comments.

TIMESAWAY

TimesAway

Your email address
(**kherring@comancheisd.net**) will be recorded
when you submit this form. Not you? <u>Switch
account</u>

*Required

Complete or Update Request

Number of Days: *
To combine partial and whole days, use "Other:".
Example 2.5

○ 1/2 (am only)

○ 1/2 (pm only)

○ 1

○ 2

○ 3

○ 4

○ 5

○ Other:

Reason for absence: *

Choose ▼

Comments

You do not have permission to add comments.

Event Details: *

State personal or list name of school event, workshop, etc.

Your answer

Substitute Teacher Needed? *

○ Yes

○ No

Substitute choice 1

Optional: You may request specific sub preference if available.

Choose ▼

Substitute choice 2

Optional: You may request specific sub preference if available.

Choose ▼

◖ Send me a copy of my responses.

BACK   **SUBMIT**

Never submit passwords through Google Forms.

SUBPAGES (23):   VIEW ALL

Comments

You do not have permission to add comments.