

Procedures for Accessing Payroll Information

1. Go to www.comancheisd.net and click on the following:
 - a. Staff tab
 - b. Secure staff login
 - c. Login: _____ and password: _____
 - d. Forms: **Payroll Reports**
 - e. **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
 - f. Once in **Employee Access** there are two tabs, **Inquiry** and **Self-Service**.
 - 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. **Leave Balances**
 6. **W-2 Information**
 - ii. Under the **Self-Service** tab you can access the following:
 1. **Change Password**
 2. **Demographic Information (To update your address & phone number)**
 3. **Payroll Information (Currently not working)**



Quicklinks...

- Menus
- NEW NEWS FOR AUGUST!
- 2014-2015 CALENDAR
- Athletic Schedules
- Video Safe Library
- COTO Program
- CISD Event Videos
- Alumni
- Weather Information

Helpful Downloads



CISD Secure Staff Links

Forms

ALL MAINTENANCE REQUESTS MUST BE SUBMITTED THROUGH THIS LINK:

[Maintenance Request](#)

TRAVEL APPROVAL & TRANSPORTATION REQUESTS MUST BE SUBMITTED NO LATER THAN 10 DAYS PRIOR TO EVENT.

[TRANSPORTATION REQUEST](#)

IT IS YOUR RESPONSIBILITY TO CHECK THE TRANSPORTATION CALENDAR TO VERIFY SCHOOL VEHICLE APPROVAL PRIOR TO EVENT

[TRANSPORTATION CALENDAR](#)

COMPLETE THIS FORM PRIOR TO ORDERING ANY MATERIALS, ETC.

[Purchase Order Request](#)

[Training Sign-In Link](#)

District Information

- [District and Campus Password List](#)
- [Library Resources and Password List](#)
- [Payroll Reports](#)
- [Flex Benefits Information](#)

It is the policy of Comanche ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

Comanche ISD | 1414 N. Austin | Comanche, TX 76442 | 325-356-2727

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Employee Access

User Name:

Password:

County District: 047901

Login

New User

Forgot Password

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.

Employee Access Version:

Employee Access > **New User**

Page ID: 01

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

Social Security #

(no dashes)

Date of Birth

(mm dd yyyy)

Zip Code

Retrieve

Employee Access

Version:2.0.0000

[Logout](#)

[Help](#)

[Inquiry](#)

Self-Service

Main Page

[Calendar Year to Date](#)

MARY HERRING

Page ID: 00

[Current Pay Information](#)

[Deductions](#)

[Earnings](#)

[Leave Balances](#)

[W-2 Information](#)

Employee Access Version:2.0.0000

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[Change Password](#)

MARYHERRING

Page ID: 00

[Demographic Information](#)

[Payroll Information](#)

Inquiry **Self-Service**
Self-Service > **Demographic**
Information

Save Reset

Save successful

Mailing Address

| Description | Current | New | Changes |
|-----------------|---------|----------------------|----------------------|
| Number | | <input type="text"/> | Undo |
| Street/P.O. Box | | <input type="text"/> | |
| Apt | | <input type="text"/> | |
| City | | <input type="text"/> | |
| State | | TX - TEXAS | |
| Zip | | <input type="text"/> | |
| Zip+4 | | <input type="text"/> | |

Phone Numbers

| Description | Current | New | Changes |
|-------------|---------|---|----------------------|
| Home | | <input type="text"/> <input type="text"/> | Undo |