



**ITAS**

Integrated Time and Attendance System



# ITAS

# USER MANUAL



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## About This Manual

The ITAS User Manual explains the functionality and operation of the Integrated Time and Attendance System. It is designed to give you an overview of the most commonly used screens and functions in ITAS.

This manual contains instructions on *how to use ITAS*. It does *not contain detailed rules and regulations* on the various Leave Types, Tours, Processes, Procedures, etc., unique to your agency. That information should be obtained from appropriate personnel or documents.

The manual is organized according to the roles that you can have as an ITAS user. Different functions and screens are available to you depending on what roles you have been assigned. The available screens and functions are explained in each role's section.

Some screens may be repeated in different sections due to slightly different functionality based on the applicable role. To save space and avoid confusion, the bottom parts of the screens have been left out of the pictures here. Only the parts of the screen that are pertinent to the action being described are included.



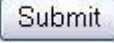








## Common Features

ITAS is a Timekeeping by Exception system. That means that as an Employee, once you have been set up in the system and do not use leave or earn premium pay, you really don't have to do anything other than Sign In and Out (if required) and Verify your timecard (if required) at the end of each pay period.

There are some things common to all ITAS screens. These are outlined below so they don't need to be repeated for each screen or for each Role.

### Actions

There are several buttons, indicators and areas in the ITAS screens that have the same meaning regardless of what screen they are on.

-  Validates any changes on the screen and either shows an informational message if there are errors, or sends the changes to be applied.
-  same as 
-  Ignores any screen changes and re-displays the information last saved in the system.
-  same as 
- \* or \* The "\*" asterisk next to an enterable field means it is required.
- **Name : Field is required** A bolded message below the screen title gives more information on the first error on the screen (if applicable).
-  or  The "!" bolded exclamation point next to an enterable field means it needs to be corrected. More information on the error may be contained in the message below the screen title.

### Abbreviations

Several abbreviations are used throughout this manual and within ITAS:

- AO, Administrative Officer
- CON, Contractor
- EMP, Federal Employee
- IA, ITAS Administration
- LAO, Leave Approving Official
- LR, Leave Request
- TC, Timecard
- TK, Timekeeper



## Formats

Information can be entered in various places throughout the system. Unless otherwise noted on the individual screens, the following formats are required:

- Dates must be entered in either MM/DD/YYYY or MM/DD/YY format. Leading zeros for single digit months and days may be omitted.
- Times must be entered as HH:MM AM/PM. Leading zeros for hours may be omitted.
- Numeric input must consist of the numbers 0 through 9 with only one decimal point (if needed). A plus or minus sign may also be used if needed. Do not use commas, dollar signs, spaces, or any other characters.
- Hours are a specific type of numeric. Partial hours must be entered in quarter hour increments of “.25”, “.5”, “.75”. Trailing zeros can be left off.
- Text fields can normally be any combination of letters, digits and special characters.

**NOTE: The following character substitutions were made to address security issues:**

### Symbol    Replacement

'	&#39;
(	&#40;
)	&#41;
<	&lt;
>	&gt;

### Text        Replacement

eval(	Blank
script	Blank
javascript	Blank

- Dropdown lists are used wherever possible. Only entries in the list can be selected.



### Screen Layout

All the ITAS screens are laid out as diagrammed below. Each section contains similar information as outlined.

**Identification**

Employee: Sally I. Trainer

**Navigation**

- Request Leave
- Verify Timecard
- Sign In
- Sign Out
- Donate Leave
- Personal
- Tour of Duty
- Reports
- myPay
- ITAS Messages
- Change Role:
  - Approving Official
  - Timekeeper
  - Admin Officer
  - ITAS Administration
- About ITAS
- Help
- Close

**Title**

### Request Leave

Start Date: [ ] End Date: [ ]

Leave Type:  Annual Leave  Sick Leave  Leave Without Pay [Other Types](#)

For partial day leave only, select the start time and enter the number of hours, or select the start and end times.

**Body**

Start Time: [ ] : [ ] AM  PM

End Time: Number of Hours: [ ]

OR

Hour: [ ] : Minute: [ ] AM  PM  [Calculate Hours](#)

Leave Comments: [ ]

**Existing Leave Requests**

There are no existing requests

**Help**

#### Instructions

To create a full day request.

- Fill in the Start and End dates.
- Select a Leave Type. If type is not shown click the Other Types to go to detail Leave page.
- Click the OK button.

To create a partial day request.

- Fill in the Start and End dates.
- Select a Leave Type. If type is not shown click the Other Types to go to detail Leave page.
- Fill in Start Time and either the End Time or Number of Hours.
- Click the OK button.

To delete existing leave request.

- Click the "cancel" link of the leave requests you want to delete.

To delete all or multiple leave requests.

- Click the "Cancel Leave Requests" link at the end of the existing leave request list, to go the Cancel Leave Request page.

Click the OK button to process your request. Use the Reset to re-display the screen.

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- Identification contains the logged in user's role and name.
- Left Navigation area is the main navigation. Each entry is an active link to a different screen. As an employee can have more than one role, the left navigation allows the user to change roles.
- Title contains the name of the current screen.
- Body is the main section of the screen where information is shown and can be changed. It also contains the action buttons for the screen.
- Help contains instructions on how to use the current screen. As previously mentioned, the Help section has been deleted from most of the screen shots in this manual.

### **Confirmation Screen**

A user action that requires changes to data, displays the Confirmation Screen. Click OK to accept the changes or Cancel to disregard them. You can also check the box at the bottom before clicking OK to stop the Confirmation Screen from coming up after every change.

Press OK to accept changes or Cancel to reject changes.

Check here to automatically save without displaying confirmation for the duration of the session.

### **Log In**

The following screens will be displayed when logging into ITAS from the NIH Website.





### NIH Login screen

#### Sign in

##### Smart Card Login

Insert your PIV card into your smart card reader or sign in using your mobile PIV-D credentials.

[Sign in](#)



PIV-Exempt? Not a PIV Card Holder? Sign in using your account credentials:

Username

Password

[Forgot Password?](#)

[Sign in](#)



[Trouble signing in?](#)



### Select ITAS from the My Communities dropdown

My Pages	My Communities	Directory	NIH Links	Administration
<p><b>My Pages</b> NIH Portal Page</p> <p><b>My Projects</b></p> <p>Project Name</p> <p>No Ro</p> <p>National Institutes of Health</p> <p>Public Site</p> <p>NIH Enterprise Directory (NED)</p> <p>Name, NIH ID, or e-mail:</p> <p>Any IC Search</p> <p>Go to NED Public Search</p> <p>Weather</p> <p>Bethesda, MD</p> <p>Get the 10 day forecast</p> <p>Airport Delays Sporting Events Pollen Reports</p> <p>31 °F Cloudy</p> <p>Feels Like: 31°F Humidity: 96% Wind: SW at 3 mph</p> <p>Enter city/zip</p> <p>5 Car Repairs You Don't Need</p>	<p>Join Communities</p> <p>Unsubscribe Communities</p> <p>DECA Telework</p> <p>Human Resources</p> <p><b>ITAS</b></p> <p>NBS Budget/Finance</p> <p>NBS Training &amp; Communications</p> <p>NIH Common Fund Intranet</p> <p>nVision</p> <p>Portal Info Center</p>	<p>NIH PORTAL  my.nih.gov</p> <p>NIH Portal Info Center</p> <p>No portlets in this column. Add portlets here</p> <p>View Schedule</p>		
		<p><b>USAJOBS Resources</b></p> <p><b>Communications With Selecting Officials/Hiring Managers</b></p> <ul style="list-style-type: none"> <li>Certificate Emails to Selecting Officials</li> <li>Emailing USAJOBS Resumes</li> <li>Pre-Recruitment Worksheet</li> <li>Recruiting the Best and Brightest</li> </ul> <p><b>Additional Resources</b></p> <ul style="list-style-type: none"> <li>Secure Email File Transfer (SEFT)</li> <li>Staffing Community of Practice</li> <li>Super/Lead Users</li> </ul>		

Click the Launch ITAS link

ITAS  
Community Home Page
NIH PORTAL  my.nih.gov 

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Inside this Community ▾

Community Home Page

<div style="background-color: #003366; color: white; padding: 2px;"> <b>ITAS Launch Pad</b> </div> <div style="background-color: #003366; color: white; padding: 2px;"> <b>ITAS</b> Integrated Time &amp; Attendance System         </div> <p style="font-size: small;">NOTE: ITAS is available only to users on the NIH Network. You must be physically at NIH or have access via VPN, shuttle or VPN.</p> <p style="color: white; text-decoration: underline;">▶ <b>Launch ITAS</b></p> <p>Forms for Timekeepers:</p> <ul style="list-style-type: none"> <li> <a href="#">HHS-411A Error Notice</a></li> <li> <a href="#">HHS-411B Leave Error Notice</a></li> </ul> <div style="background-color: #003366; color: white; padding: 2px;"> <b>Community Leader</b> </div> <p style="font-size: x-small;">For questions about this community contact:</p> <p style="font-size: x-small;">NIH Service Desk 301-496-4357 <a href="http://itservicesdesk.nih.gov/support">http://itservicesdesk.nih.gov/support</a></p> <div style="background-color: #003366; color: white; padding: 2px;"> <b>ITAS Training Schedule</b> </div> <div style="background-color: #003366; color: white; padding: 2px;"> <b>ITAS Support</b> </div> <p style="font-size: x-small;">Having trouble using ITAS? Contact the NIH IT Service Desk at 301-496-4357 (6:00AM to 6:00 PM EST Mon-Fri) or online at <a href="http://itservicesdesk.nih.gov/support">http://itservicesdesk.nih.gov/support</a></p>	<div style="background-color: #003366; color: white; padding: 2px;"> <b>ITAS Resources</b> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>Guides and Handbooks</b> <ul style="list-style-type: none"> <li>• <a href="#">ITAS User Manual (.pdf)</a></li> <li>• <a href="#">HHS Timekeeping Manual (.pdf)</a></li> <li>• <a href="#">NIH Leave Guide</a></li> </ul> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>Policies and Regulations</b> <ul style="list-style-type: none"> <li>• <a href="#">OPM Leave Administration</a></li> <li>• <a href="#">HHS Leave Instructions: Leave and Excused Absence (.pdf)</a></li> <li>• <a href="#">NIH Leave Policies</a></li> <li>• <a href="#">NIH Sign in/Sign out Policy (.pdf)</a></li> </ul> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>Reference Materials</b> <ul style="list-style-type: none"> <li>• <a href="#">ITAS Coordinators List</a></li> <li>• <a href="#">Payroll Calendars</a></li> <li>• <a href="#">List of Federal Holidays (OPM)</a></li> <li>• <a href="#">DFAS-mvPay</a></li> <li>• <a href="#">ITAS Knowledge Base</a></li> </ul> </td> </tr> </table> <div style="background-color: #003366; color: white; padding: 2px;"> <b>ITAS Notice</b> </div> <div style="font-size: x-small;"> <p><b>Privacy Act Notice</b></p> <p><b>General</b> - This notice is provided pursuant to Public Law 93-579, Privacy Act of 1974, 5 U.S.C. Section 552a, for individuals supplying information as data input to NIH's Integrated Time and Attendance System.</p> <p><b>Authority</b> - Section 5301 of Title 5 of the U.S. Code authorizes collection of this information.</p> <p><b>Purposes and Uses</b> - The information entered into ITAS becomes a part of the NIH Payroll System and documents daily time and attendance for employees. The primary use of the information is to prepare the NIH payroll and compute leave balances. The information may be used in and disclosure may be made to (1) W-2 forms for transmittal to IRS and State and local Governments; (2) Various listings, tapes and schedules for transfer to the Department of Treasury for issuance of salary payments; (3) Listings of moneys sent to financial organizations biweekly for direct deposits; (4) Quarterly reports to IRS; (5) Law enforcement; and (6) Reports to OPM for retirement calculations. Data is aggregated to prepare various reports to OPM, the Treasury, and other agencies, but such reports do not include information by name or other identifying number or characteristics. (See NIH-22, "NIH Payroll System").</p> <p><b>Effects of Nondisclosure</b> - Failure to supply the information could prevent NIH from compensating employee correctly.</p> <p><b>Security Notice - April 1998</b></p> <p style="text-align: center;"><b>WARNING</b></p> <p>ITAS is a U.S. Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this System. While all information on government computers is subject to monitoring by authorized personnel, staff should continue to take appropriate security precautions (e.g., encryption) for sensitive data, such as patient information.</p> </div>	<b>Guides and Handbooks</b> <ul style="list-style-type: none"> <li>• <a href="#">ITAS User Manual (.pdf)</a></li> <li>• <a href="#">HHS Timekeeping Manual (.pdf)</a></li> <li>• <a href="#">NIH Leave Guide</a></li> </ul>	<b>Policies and Regulations</b> <ul style="list-style-type: none"> <li>• <a href="#">OPM Leave Administration</a></li> <li>• <a href="#">HHS Leave Instructions: Leave and Excused Absence (.pdf)</a></li> <li>• <a href="#">NIH Leave Policies</a></li> <li>• <a href="#">NIH Sign in/Sign out Policy (.pdf)</a></li> </ul>	<b>Reference Materials</b> <ul style="list-style-type: none"> <li>• <a href="#">ITAS Coordinators List</a></li> <li>• <a href="#">Payroll Calendars</a></li> <li>• <a href="#">List of Federal Holidays (OPM)</a></li> <li>• <a href="#">DFAS-mvPay</a></li> <li>• <a href="#">ITAS Knowledge Base</a></li> </ul>
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Please submit questions or comments about the NIH Portal to <http://itservicesdesk.nih.gov/support/> or call 301-496-4357.

The NIH Portal is brought to you by the [Division of Enterprise and Custom Applications \(DECA\)](#) at the [Center for Information Technology](#).

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# ITAS

## Integrated Time and Attendance System



If your ITAS installation has not been set up under Single Sign-On (SSO), you will see this screen after clicking the link to get to ITAS. Enter your ITAS Login ID (as assigned) and your password and click Submit to access the application.

### ITAS Login screen

Integrated Time and Attendance System

---

### Log In

Login ID:

Password:

[Privacy Act Notice](#) | [Security Notice](#)

**Privacy Act Notice**

**General** - This notice is provided pursuant to Public Law 93-579, Privacy Act of 1974, 5, U.S.C. Section 552a, for individuals supplying information as data input to NIH's Integrated Time and Attendance System.

**Authority** - Section 5301 of Title 5 of the U.S. Code authorizes collection of this information.

**Purposes and Uses** - The information entered into this data system becomes a part of the NIH Payroll System and documents daily time and attendance for employees. The primary use of the information is to prepare the NIH payroll and compute leave balances. The information may be used in and disclosure may be made to (1) W-2 forms for transmittal to IRS and State and local Governments; (2) Various listings, tapes and schedules for transfer to the Department of Treasury for issuance of salary payments; (3) Listings of moneys sent to financial organizations biweekly for direct deposits; (4) Quarterly reports to IRS; (5) Law enforcement; and (6) Reports to OPM for retirement calculations. Data is aggregated to prepare various reports to OPM, the Treasury, and other agencies, but such reports do not include information by name or other identifying number of characteristics. (See NIH-22, "NIH Payroll System").

**Effects of Nondisclosure** - Failure to supply the information could prevent NIH from compensating said employee.

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**Security Notice-April 1998**

**WARNING**

This is a U.S. Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this System. While all information on government computers is subject to monitoring by authorized personnel, staff should continue to take appropriate security precautions (e.g., encryption) for sensitive data, such as patient information.


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## About ITAS

Clicking the About ITAS link in the left navigation area displays a screen with several links to useful information. These links all contain information specific to the ITAS system. Use this as a first resource for any questions about ITAS.

Employee Sally I. Trainer  Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate Leave
- ▶ Personal
- ▶ Project Hours
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- Change Role:
- ▶ Approving Official
- ▶ Timekeeper
- ▶ Admin Officer
- ▶ ITAS Administration
- ▶ About ITAS
- ▶ Help
- ▶ Close

### About ITAS

**Note:** The links on this page go outside ITAS. If you do not return before the timeout period ends, you must log back in.

For further information about ITAS at the *National Institutes of Health*, please visit [ITAS Info @ NIH](#).

Answers to common questions can be found in the [FAQ](#).

To learn about the latest changes, read the [ITAS Release Notes](#).

[Employee Features and Changes](#)

[Leave Approving Official Features and Changes](#)

[Admin Officer & Timekeeper Features and Changes](#)




[FAQ on new features](#)

To best serve the ITAS Community, we ask that you contact your Timekeeper or Admin Officer if assistance is required. Administrative Officer will contact ITAS Coordinator if he/she cannot resolve the problem. ITAS Coordinator will contact [NIH IT Service Desk](#) or HR staff member as appropriate if he/she cannot resolve the problem.

To Submit Comments, contact [NIH IT Service Desk](#) and/or your ITAS coordinator. (Please do not forget to copy your ITAS Coordinator to expedite the reviewing process)


Release Number:	PR 20
Release Date:	2012-01-05 09:48:28.927
Server Name:	DECAITASSQL
Database Name:	usermanualdb
Build Information:	\$Revision: 7625 \$ \$Date: 2011-03-15 15:20:39 -0400 (Tue, 15 Mar 2011) \$

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[Accessibility](#) [Plugins](#)   

## Help

Clicking the Help link in the left navigation area displays a screen which has additional links to useful information. These links provide information about overall rules and regulations. Use this as a resource for any questions about timekeeping rules and regulations, leave types, department policies, etc.

Employee Sally I. Trainer  Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate Leave
- ▶ Personal
- ▶ Project Hours
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- Change Role:
- ▶ Approving Official
- ▶ Timekeeper
- ▶ Admin Officer
- ▶ ITAS Administration
- ▶ About ITAS
- ▶ Help
- ▶ Close

### Help

For time and attendance help, click on one of the links below. **Note that these links go to web pages outside of ITAS. If you do not return before the timeout period ends, you must log back in.**

[Search the ITAS Knowledge Base](#)

[HHS Payroll Calendars](#)

[OPM Links to Fact Sheets on Leave Programs](#)

[HHS Timekeeping Manual](#)

[ITAS Info Website](#)


[NIH Leave Guide for Civilian Employees](#)

[ITAS User Manual](#)

[NIH Policy on Family Leave Policies and Programs](#)




[OPM Leave Administration Site](#)

[OPM Listing of Federal Holidays](#)

[Accessibility Information](#) 

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**ITAS**

Integrated Time and Attendance System



## Close

Clicking the Close link in the left navigation area logs you off of ITAS. This screen is displayed to confirm you have logged off the application.

The screenshot shows the ITAS application's 'Close' confirmation screen. At the top, there is a dark blue header with the ITAS logo and the text 'Integrated Time and Attendance System'. The main content area is white and features the following text:

- Thank you for using the ITAS application!**
- Please close this browser to logout.
- For your questions or comments please contact [NIH IT Service Desk](#).

At the bottom left, there is a footer with the following text:

Integrated Time and Attendance System  
Division of Enterprise and Custom Applications  
Center for Information Technology  
National Institutes of Health  
Department of Health and Human Services

At the bottom right, there are three logos: CIT, the NIH logo, and the Department of Health and Human Services logo.



## Roles

### Employee (Federal Employees)

All Federal employees in ITAS are defined as employees (EMP). The EMP role allows you to perform the following functions:

- Request Leave
- Request Telework
- Verify Your Timecard
- Sign In/Sign Out
- Donate Leave
- View Your Personal Information
- Request Tour of Duty Changes
- Execute Reports
- View Payroll Information via the myPay link (this is not a part of ITAS)

### Contractor (Non-Federal Employees)

The Contractor role allows you to perform the following functions:

- View Your Personal Information

### Leave Approving Official (LAO)

The LAO role allows you to perform the following functions:

- Approve Leave Requests
- Approve Timecards
- Approve For (Act As) Other LAOs
- Approve Tours
- Designate Alternates
- Manage Telework
- Approve Telework
- Approve Telework Tour
- Execute Reports

### Timekeeper

The Timekeeper role allows you to perform the following functions:

- Act As Alternate
- Modify the following Employee related information:
  - Personal
  - Payroll
  - Tour of Duty
  - Options
  - Timecard
  - Leave Requests
  - Telework Request
  - LTP
- Execute Reports



### **Administrative Officer**

The Administrative Officer (AO) role allows you to perform the following functions:

- Modify the following Employee related information:
  - Personal
  - Payroll
  - Tour of Duty
  - Options
  - Leave Balances
  - Timecard
  - Leave Requests
  - Telework Request
  - LTP
  - Relationships
- Execute Reports
- Add New Employees
- Add New Contractors
- Add New Organizations

### **ITAS Administrator**

The ITAS Administrator (IA) role allows you to perform the following functions:

- Assign AO to SACs
- Change SSNs





### Employee Actions

The following screens and functions are available to all employees when signed on under the EMP role.

#### Request Leave

Clicking the Request Leave link on the left navigation area displays the regular view of the Request Leave screen.

Requests to use leave can be made for a past, current or a future pay period. Requests can be made for a partial day, a full day or for multiple days. Multiple types of leave may be requested for the same day. Individual LRs must be saved before proceeding to the next. An email is sent to the requestors LAO automatically each time an LR is submitted.

#### Request Leave, regular view

Employee  
April Morn
ITAS
Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate Leave
- ▶ Personal
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- ▶ About ITAS
- ▶ Help
- ▶ Close

### Request Leave

A field with an asterisk (\*) before it is a required field.

\*Start Date:  End Date:

Leave Type:  Annual Leave  Sick Leave  Leave Without Pay [Other Types](#)

---

For partial day leave only,  
Select the start time and enter the number of hours, or select the start and end times.

Start Time

Hour : Minute

:  AM  PM

End Time

Number of Hours:

OR

Hour : Minute

:  AM  PM  [Calculate Hours](#)

Leave Comments

#### Existing Leave Requests

Leave Type	Hours	Date	StartTime	EndTime	Status	Comments	Cancel Leave
Annual Leave	8.0	01/09/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots	<a href="#">Cancel</a>
Sick Leave	8.0	01/10/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots	<a href="#">Cancel</a>
Family Friendly Leave	8.0	01/11/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots	<a href="#">Cancel</a>



### Request Leave, expanded view

**Employee**  
April Morn

- ▶ Request Leave
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate Leave
- ▶ Personal
- ▶ Tour of Duty

- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages

- ▶ About ITAS
- ▶ Help
- ▶ Close

**ITAS** Integrated Time and Attendance System

## Request Leave

A field with an asterisk (\*) before it is a required field.

\*Start Date:  End Date:

---

For partial day leave only.  
Select the start time and enter the number of hours, or select the start and end times.

Start Time

Hour	Minute						
▼	: 00 ▼		AM	<input type="radio"/>	PM	<input type="radio"/>	

End Time

Number of Hours:

OR

Hour	Minute						
▼	: 00 ▼		AM	<input checked="" type="radio"/>	PM	<input type="radio"/>	<a href="#">Calculate Hours</a>

### New Request

Leave type	Balance	Hours	Remark
Annual Leave	240.0	0.0	Projected: 166.0
Sick Leave	1172.0	0.0	
Comp Time	0.0	0.0	
Religious Comp Time		0.0	
Comp Time for Travel (CTT)	0.0	0.0	
FMLA Leave	480.0		
FMLA - Annual Leave		0.0	Birth of a child/care of a new ▼
FMLA - Sick Leave		0.0	Birth of a child/care of a new ▼
FMLA - LWOP		0.0	Birth of a child/care of a new ▼
Expanded FMLA (LWOP)	24.0	0.0	Elder Care ▼
Family Friendly Leave	104.0	0.0	Care of family member - chi ▼
Military Funeral Leave		0.0	
Excused Absence		0.0	
Court Leave		0.0	Juror ▼
Voting Leave		0.0	
Bone Marrow Donor	56.0	0.0	
Organ Donor	240.0	0.0	
Preventive Health	4.0	0.0	
Leave Without Pay		0.0	

Leave Comments

### Existing Leave Requests

Leave Type	Hours	Date	StartTime	EndTime	Status	Comments	CancelLeave
Annual Leave	8.0	01/09/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots	<a href="#">Cancel</a>
Sick Leave	8.0	01/10/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots	<a href="#">Cancel</a>
Family Friendly Leave	8.0	01/11/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots	<a href="#">Cancel</a>

For canceling more than one leave request. [Cancel Leave Requests](#)



### Full Day Request, Annual Leave (AL), Sick Leave (SL), Leave Without Pay (LWOP)

- Fill in the Start and End Dates. Full day requests do not require a start and end time. The system will assign the time from the regular tour hours.
- Select Annual Leave, Sick Leave or Leave Without Pay.
- Enter a comment if needed.
- Click OK.

### Partial Day Request

- Fill in the Start Date.
- Fill in the Start Time.
- Select AM or PM.
- Enter either the Number of Hours or the Stop Time (AM or PM must be selected if Stop Time is entered).
- Click Calculate Hours to fill in the missing Number of Hours or Stop Time.
- Enter the Hours for the Leave Type.
- Enter a comment if needed.
- Click OK.

### Requests, combined or other types

- Click the [Other Types](#) link to show the Request Leave expanded view.
- Fill in requested dates and/or times as explained previously.
- Fill in the actual number of hours next to each selected leave type.
- Enter a comment if needed.
- Click OK.

### Remove a single existing request

- Scroll down to the Existing Leave Requests section.
- Click [Cancel](#) next to an individual request.

**NOTE: When in the Employee role, only pending and future requests can be canceled.**

### Cancel Leave Existing Requests

Cancel	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Annual Leave	8.0	01/09/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots
<input type="checkbox"/>	Sick Leave	8.0	01/10/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots
<input type="checkbox"/>	Family Friendly Leave	8.0	01/11/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots

### Remove multiple existing requests

- Scroll down to the Existing Leave Requests section.
- Click [Cancel Leave Requests](#) to show the Cancel Leave Existing Requests screen.
- Click on the check box next to the desired LR(s).
- Click OK to cancel the requests.



### Request Telework

Clicking the Request Telework link on the left navigation area displays the Request Telework screen. The Request Telework screen is used to make Ad Hoc requests (e.g. A telework request that is not part of regular tour of duty.)

Ad hoc telework requests can be made for a past, current or a future pay period. Requests can be made for a partial day, a full day or for multiple days. Partial telework requests and leave requests can be made for the same day, as long as there is no overlap in time. Individual telework requests must be completed before proceeding to the next. An email is sent to the requestors LAO automatically each time a telework request is submitted.

Employee  
Tony Curtis
ITAS
Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate Leave
- ▶ Personal
- ▶ Tour of Duty

- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages

- ▶ About ITAS
- ▶ Help
- ▶ Close

## Request Ad Hoc Telework

A field with an asterisk (\*) before it is a required field.

\*Start Date:  End Date:

---

For partial day of telework day,  
Select the start time and enter the number of hours, or select the start and end times.

Start Time

Hour	Minute		AM	<input type="radio"/>	PM	<input type="radio"/>
<input type="text"/>	<input type="text"/>	:				

End Time

Number of Hours:

OR

Hour	Minute		AM	<input type="radio"/>	PM	<input type="radio"/>	
<input type="text"/>	<input type="text"/>	:					<a href="#">Calculate Hours</a>

\*Telework Location

Telework Comments

### Existing Telework Requests

Delete	Location	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Telework Center	8.0	04/27/2012			Approved	
<input type="checkbox"/>	Home	8.0	05/02/2012			Pending	
<input type="checkbox"/>	Approved Location	2.0	07/25/2012	12:00PM	2:00PM	Pending	I am on vacation, but I'd like to take part in the critical conference call.

**Full Day Ad Hoc Telework Request**

- Fill in the Start and End Dates. Full day requests do not require a start and end time. The system will assign the time from the regular tour hours.
- Select Telework Location.
- Enter a comment if needed.
- Click OK.

**Partial Day Ad Hoc Telework Request**

- Fill in the Start Date.
- Fill in the Start Time.
- Select AM or PM.
- Enter either the Number of Hours or the Stop Time (AM or PM must be selected if Stop Time is selected).
- Click Calculate Hours to fill in the missing Number of Hours or Stop Time.
- Select Telework Location.
- Enter a comment if needed.
- Click OK.

**Remove Ad Hoc Telework Request(s)**

- Scroll down to the Existing Telework Requests section.
- Click the check boxes next to the telework request(s) to delete.
- (Click Reset if checked an incorrect request, then repeat first two steps)
- Click OK.



### Verify Timecard

Click on Verify Timecard on the left navigation area to check your timecard before the end of each pay period. The current pay period's timecard is displayed by default.

### Verify TC screen

Employee  
April Morn
ITAS Integrated Time and Attendance System

Verify Timecard

Pay Period: 01/01/12-01/14/12 2012/2 Select

---

SAC: HNA                      Abbr: OD

---

Approved by:                      Transmitted On:                      Tour Hours: 80.0                      Annual Leave Category: 06                      PP: 2012/2

---

Annual Leave 240.0                      Credit Hours 0.0                      Credit Hours Lost 0.0                      Sick Leave 1172.0                      FFL Used 0.0  
Restored AL 0.0                      Comp Time 0.0                      Projected Comp Time Lost 0.0                      Adv Sick Leave 0.0                      Donated YTD 0.0  
Projected AL 166.0                      Rel. Comp Time 0.0                      Rel. Comp Time Charged 0.0                      Use or Lose 166.0                      VLTP Leave 0.0

Type	Su 01/01	M 01/02	Tu 01/03	W 01/04	Th 01/05	F 01/06	Sa 01/07	Su 01/08	M 01/09	Tu 01/10	W 01/11	Th 01/12	F 01/13	Sa 01/14	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
<input type="checkbox"/> Regular			8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	72.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
<input type="checkbox"/> Holiday Leave		8.0													0.0	8.0
<b>Total Base</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0

Verify

### Verify Timecard





- If needed, select a different pay period from the dropdown list and click Select to show the TC from that pay period.
- Click Verify to confirm the timecard is correct. **After the Verify button is clicked the Timecard will no longer be displayed in the dropdown list for viewing.**



### Sign In

Clicking the Sign In link on the left navigation area displays the Sign In screen. From here you can accept the default (current) time, change the time with a reason, or generate a Leave Request for the time missed up until that point.

### Sign In screen

<p>Employee April Morn</p>	 <b>ITAS</b> Integrated Time and Attendance System	
<ul style="list-style-type: none"> <li>▶ Request Leave</li> <li>▶ Verify Timecard</li> <li>▶ Sign In</li> <li>▶ Sign Out</li> <li>▶ Donate Leave</li> <li>▶ Personal</li> <li>▶ Tour of Duty</li> </ul>	<h2 style="margin: 0;">Sign In</h2> <p style="margin: 0;">Today's Tour of Duty: 8.0 Regular Hours: 07:30 AM - 04:00 PM</p> <p style="margin: 0; text-align: right;">Pay Year: 2012</p> <p style="margin: 0; text-align: right;">Pay Period: 2</p>	
<ul style="list-style-type: none"> <li>▶ Reports</li> <li>▶ myPay</li> <li>▶ ITAS Messages</li> </ul>	<p style="margin: 0;">A field with an asterisk (*) before it is a required field.</p>	
<ul style="list-style-type: none"> <li>▶ About ITAS</li> <li>▶ Help</li> <li>▶ Close</li> </ul>	<p style="margin: 0;">*Sign-In Time: <input type="text" value="07:30 AM"/></p> <p style="margin: 0;">Explanation (Required if Time is changed): <input style="width: 300px; height: 40px;" type="text" value="This is a test for the user manual screen shots"/></p>	
<p style="margin: 0;"> <input type="button" value="OK"/> <input type="button" value="Record Absence"/> <input type="button" value="Cancel"/> </p>		
<p style="margin: 0; font-size: small;">       Integrated Time and Attendance System        Division of Enterprise and Custom Applications        Center for Information Technology        National Institutes of Health        Department of Health and Human Services     </p> <p style="margin: 0; text-align: right; font-size: small;"> <a href="#">Accessibility</a> <a href="#">Plugins</a>    </p>		

### Sign In Successful screen

<p>Employee April Morn</p>	 <b>ITAS</b> Integrated Time and Attendance System	
<ul style="list-style-type: none"> <li>▶ Request Leave</li> <li>▶ Verify Timecard</li> <li>▶ Sign In</li> <li>▶ Sign Out</li> <li>▶ Donate Leave</li> <li>▶ Personal</li> <li>▶ Tour of Duty</li> </ul>	<h2 style="margin: 0;">Sign In</h2> <p style="margin: 0;">Sign-In is successful.</p>	
<ul style="list-style-type: none"> <li>▶ Reports</li> <li>▶ myPay</li> <li>▶ ITAS Messages</li> </ul>	<p style="margin: 0;"><input type="button" value="OK"/></p>	
<ul style="list-style-type: none"> <li>▶ About ITAS</li> <li>▶ Help</li> <li>▶ Close</li> </ul>	<p style="margin: 0; font-size: small;">       Integrated Time and Attendance System        Division of Enterprise and Custom Applications        Center for Information Technology        National Institutes of Health        Department of Health and Human Services     </p> <p style="margin: 0; text-align: right; font-size: small;"> <a href="#">Accessibility</a> <a href="#">Plugins</a>    </p>	



### Normal Sign In

- Click OK to accept the default (current) time.
- The Sign In OK screen is shown.
- Click OK.

### Sign In with time change

- Type over the Time displayed with the corrected time.
- Enter an explanation for the time change.
- Click OK.
- The Sign In Successful screen is shown.
- Click OK.

### Sign In Absence screen

### Sign In Leave Request screen

Leave type	Balance Hours		Remark
Annual Leave	240.0	0.0	Projected: 166.0
Sick Leave	1172.0	0.0	
Comp Time	0.0	0.0	





### **Generate Leave Request**

- From the initial Sign In screen, accept the default time or change the time and enter a reason.
- Click Record Absence.
- If the Sign In Absence screen is shown, fill in the number of hours to account for and click Next to show the Sign In Leave Request screen. Normally the system will calculate the number of hours and you will go directly to the Sign In Leave Request screen.
- The Sign In Leave Request screen is essentially the same as the regular Leave Request screen. Complete the Leave Request hours as normal and click OK.
- The associated leave requests are done and the Sign In Successful screen is shown.
- Click OK.

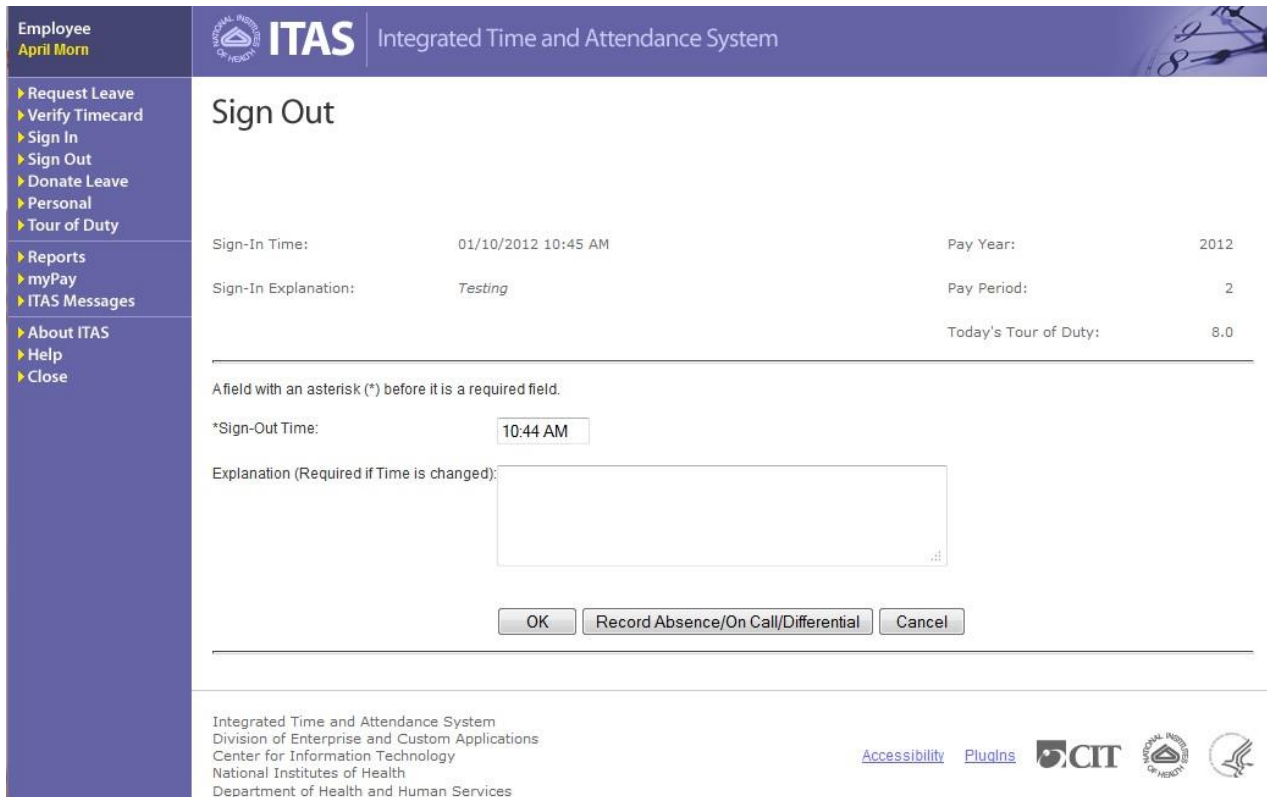
## Sign Out

Clicking the Sign Out link on the left navigation area displays the Sign Out screen. Similar to the Sign In screen, you can accept the default (current) time, change the time with a reason, or generate Leave Requests for time missed during the day or for the remainder of the day if leaving early. You can also request where to record any additional hours worked over and above your normal tour.

The Sign Out screen is only valid if a Sign In for the day has been done. Performing a Sign Out after you have already done one will erase the previous Sign Out.

The top part of the Sign Out screen displays information about the current Sign In.

### Sign Out Screen



**Employee**  
April Morn

**ITAS** Integrated Time and Attendance System

[Request Leave](#)  
[Verify Timecard](#)  
[Sign In](#)  
[Sign Out](#)  
[Donate Leave](#)  
[Personal](#)  
[Tour of Duty](#)  
[Reports](#)  
[myPay](#)  
[ITAS Messages](#)  
[About ITAS](#)  
[Help](#)  
[Close](#)

## Sign Out

Sign-In Time: 01/10/2012 10:45 AM      Pay Year: 2012  
 Sign-In Explanation: Testing      Pay Period: 2  
 Today's Tour of Duty: 8.0

---




A field with an asterisk (\*) before it is a required field.

\*Sign-Out Time:

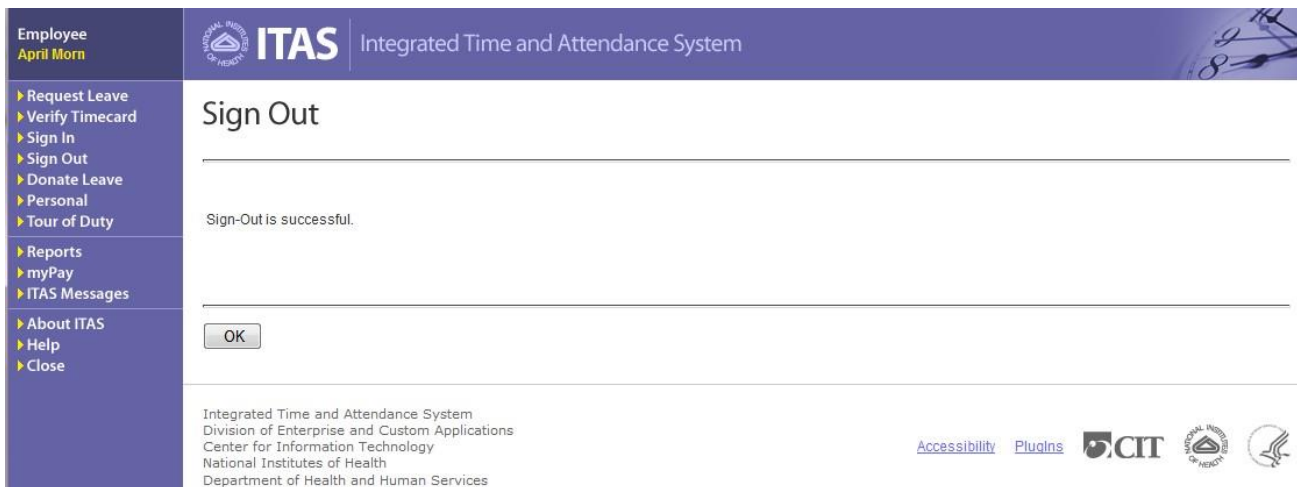
Explanation (Required if Time is changed):

---

Integrated Time and Attendance System  
 Division of Enterprise and Custom Applications  
 Center for Information Technology  
 National Institutes of Health  
 Department of Health and Human Services

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### Sign Out Successful Screen



**Employee**  
April Morn

**ITAS** Integrated Time and Attendance System




[Request Leave](#)  
[Verify Timecard](#)  
[Sign In](#)  
[Sign Out](#)  
[Donate Leave](#)  
[Personal](#)  
[Tour of Duty](#)  
[Reports](#)  
[myPay](#)  
[ITAS Messages](#)  
[About ITAS](#)  
[Help](#)  
[Close](#)

## Sign Out

Sign-Out is successful.

---

Integrated Time and Attendance System  
 Division of Enterprise and Custom Applications  
 Center for Information Technology  
 National Institutes of Health  
 Department of Health and Human Services

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### Normal Sign Out, full day

- From the initial Sign Out, click OK to accept the default (current) time.
- The Sign Out OK screen is shown.
- Click OK.

### Sign Out with time change, full day

- Type over the Time currently displayed with the corrected time.
- Enter a description of the reason for the time change.
- Click OK.
- The Sign Out OK screen is shown.
- Click OK.

### Sign Out Screen with time and explanation entered

**Employee**  
April Morn

**Sign Out**

Sign-In Time: 01/10/2012 10:45 AM      Pay Year: 2012

Sign-In Explanation: *Testing*      Pay Period: 2

Today's Tour of Duty: 8.0

A field with an asterisk (\*) before it is a required field.

\*Sign-Out Time:

Explanation (Required if Time is changed):

Integrated Time and Attendance System  
Division of Enterprise and Custom Applications  
Center for Information Technology  
National Institutes of Health  
Department of Health and Human Services

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### Sign Out Leave Request Screen

**Employee**  
April Morn

**Sign Out**

Leave Request Date : 01/10/2012 - 01/10/2012  
Leave Request Time : 10:45AM - 03:30PM  
Hours to Account For : 4.75

**Leave request for 4.75 hours from 01/10/2012 to 01/10/2012**

Leave type	Balance	Hours	Remark
Annual Leave	240.0	0.0	Projected: 166.0
Sick Leave	1172.0	0.0	
Comp Time	0.0	0.0	



### Sign Out, leaving early

- From the initial Sign Out, click OK to accept the current time or change the time and enter a reason.
- Click OK to show the Sign Out Leave Request screen.
- The Sign Out Leave Request screen is essentially the same as the regular Leave Request screen. Complete the Leave Request hours as normal and click OK.
- The associated leave requests are done and the Sign Out OK screen is shown.
- Click OK.

### Sign Out Record Absence screen

Employee  
April Morn

**ITAS**
 Integrated Time and Attendance System

Sign Out

Today's Tour of Duty:	8.0	Hours Worked:	0.25
		Hours Absent:	3.25
		Total Hours for Day:	3.5
		<b>Absence Hours to Account for:</b>	<b>4.5</b>

---

Account for Absence between Sign-In and Sign-Out

Hours Absent
 

Start Time

Integrated Time and Attendance System  
 Division of Enterprise and Custom Applications  
 Center for Information Technology  
 National Institutes of Health  
 Department of Health and Human Services

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[Plugins](#)

### Sign Out Leave Request Screen

Employee  
April Morn

**ITAS**
 Integrated Time and Attendance System

Sign Out

Leave Request Date : 01/10/2012 - 01/10/2012  
 Leave Request Time : 11:00AM - 03:30PM  
 Hours to Account For : 4.5

---

Leave request for 4.5 hours from 01/10/2012 to 01/10/2012

Leave type	Balance Hours		Remark
Annual Leave	240.0	0.0	Projected: 166.0
Sick Leave	1172.0	0.0	
Comp Time	0.0	0.0	



### Sign Out with leave in the middle of the day

- From the initial Sign Out screen, click OK to accept the current time or change the time and enter a reason.
- Click Record Absence/On Call/Differential to show the Sign Out Record screen.
- Check the Account for Absence check box.
- Enter the Hours Absent.
- Enter the Start Time the absence started.
- Click Next to show the Sign Out Leave Request screen.
- Complete the Leave Request screen and click OK.
- The associated leave requests are done and the Sign Out OK screen is shown.
- Click OK.

### Sign Out Record Excess Hours screen

Employee  
April Morn
ITAS
Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate Leave
- ▶ Personal
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- ▶ About ITAS
- ▶ Help
- ▶ Close

## Sign Out

Today's Tour of Duty:	8.0	Hours Worked:	5.5
		Hours Absent:	3.25
		Total Hours for Day:	8.75
		<b>Excess Hours to Account for:</b>	<b>0.75</b>

---

Account for Absence between Sign-In and Sign-Out  Hours Absent  Start Time

Integrated Time and Attendance System  
 Division of Enterprise and Custom Applications  
 Center for Information Technology  
 National Institutes of Health  
 Department of Health and Human Services

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[Plugins](#)



### Sign Out – Account for Excess Hours screen

Employee  
April Morn

**ITAS** Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate Leave
- ▶ Personal
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- ▶ About ITAS
- ▶ Help
- ▶ Close

## Sign Out

**Sign Out - Account for Excess Hours**  
 Credit Date/Time: 10:44 AM  
 Hours to Account For: 23.75

[Instructions](#)

Credit Type	Balance	Earned Hours	Remark
Call Back Earned		<input type="text"/>	
Compensatory Time Earned	0.0	<input type="text"/>	
Overtime - Irregular Earned		<input type="text"/>	
Overtime - Substitute Hours Earned		<input type="text"/>	
Overtime - Suffer & Permit Earned		<input type="text"/>	
Overtime - Training Earned		<input type="text"/>	
Overtime - Travel Earned		<input type="text"/>	
Overtime Hours Earned-ARSOT		<input type="text"/>	
Religious Comp Time	0.0	<input type="text"/>	

### Sign Out with excess hours

- From the initial Sign Out screen, click OK to accept the current time or change the time and enter a reason.
- Click Record Absence/On Call/Differential to show the Sign Out Record screen.
- Click Next to show the Sign Out – Account for Excess Hours screen. This screen shows all valid categories for recording excess hours.
- Enter Earned Hours to record for each needed Credit Type.
- Click OK and the Sign Out OK screen is shown.
- Click OK to complete the action.



### Donate Leave

Clicking Donate Leave on the left navigation area displays the screen where you can donate some or all of your Annual or Restored Annual leave to a specific person. You can also check the status of any leave donated to you.

The Donations section of the screen displays the leave you have available to donate. The Name/Reason/Org dropdown contains the names and information of the people you can donate to. It also displays any donations made that have not yet been credited to the recipient's account.

The Accounts section of the screen displays information about any VLTP accounts that have been set up for you.

### Donate Leave screen

### Donate Leave

- Select the person to donate to in the Name/Reason/Org dropdown.
- Select the type of hours to donate in the Hours Type dropdown.
- Enter the number of Hours to donate, which are less than or equal to your available hours.
- Click OK.
- Click OK on the Confirmation screen.
- The Donate Leave screen is displayed with the new donation line showing.

### Delete a pending donation

- Check the Delete box at the end of the donation line(s) to delete. You can only delete donations that have not been used by the recipient.
- Click OK.
- Click OK on the Confirmation screen.
- The Donate Leave screen is redisplayed without the donation line item.



### Personal

Clicking the Personal link on the left navigation area displays information stored about you in the system. This is informational only and cannot be changed here.

### Personal screen

Employee  
April Morn
ITAS
Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate Leave
- ▶ Personal
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- ▶ About ITAS
- ▶ Help
- ▶ Close

## Personal

SSN: **xxxxx0068**      LAN ID: **AMO40068**

Last Name **Morn**    First Name **April**    Initial

Service

Computation **06/28/1998**

Date

Agency Code **NIH**

SAC Code **HNA**

Leave

Approving **McKenna, Melissa R.**

Official

Timekeeper **Murphy, Eddie R.**

Email

Address

FLSA

Employee

Integrated Time and Attendance System  
 Division of Enterprise and Custom Applications  
 Center for Information Technology  
 National Institutes of Health  
 Department of Health and Human Services

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### Tour Of Duty

Clicking the Tour of Duty link on the left navigation area allows you to request a change to your current tour. Once completed, your AO receives the request and can either approve, deny or modify it. If approved or modified, the tour change is effective as of the Pay Period selected.

Requesting a tour change may be a multi-step process. It also involves pre-filling and checking various entries by using the GO buttons. The various entry fields and button functions are described in the table following the screen shot.

### Tour of Duty screen

Employee  
George Bailey
ITAS
Integrated Time and Attendance System

Tour of Duty

A field with an asterisk (\*) before it is a required field.

Pay Period:   Use to review tour of duty for the selected pay period.

\*Tour Type:  \*

Earn Credit Hours:

\*Term Type:  \*

Tour Hours: 80.0

Last Tour of Duty Change: 2004/18

\*Next Tour of Duty Change:  \*

Changes in Future Tour of Duty: None

\*Special Pay Rate:  \* \*Shift:  \*

Sick Leave: 4

Annual Leave: 06

Official Duty Station: 9000 Rockville Pike, Bethesda, Maryland 20892 (MD-BC/NIH)

Telework Status: Eligible for Ad hoc and Regular Telework

Telework Location:  \*

Distribution of Biweekly Basic Work Requirements

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Total
Meal Break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0
<b>Total Base</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	80.0
OT Earned-ARSOT															0.0

\*Comments:



Table 1 - EMP Tour of Duty Screen Field Descriptions

Label	Values / Actions	Description
STATUS PENDING	Display only	Only shows if there is an unapproved Tour change request pending.
Pay Period	Select Pay Period	Select the pay period you would like to review the Tour.
Select	Click	Displays Tour information for the selected Pay Period.
Tour Type	Select Tour Type	This shows the valid Tour Types. Not all will be available for all employees.
GO	Click	Refreshes the screen with information based on the selected Tour Type. Note that if you don't click this after selecting a different tour, other entries in the screen may not be valid and may cause confusing errors.
Earn Credit Hours	Check	Check this box to request to be able to earn Credit Hours. Checked against Tour Type to see if Credit Hours can be earned.
Term Type	Select Term	Usually Full Time, Part Time, or Intermittent. Checked against the Tour Type to see if the combination is valid.
Tour Hours	Display only	Shows the default number of hours for the selected Tour.
Last Tour of Duty Change	Display only	Shows the last year and pay period a Tour change was done or the current year and pay period the pending change is due.
Next Tour of Duty Change	Select	Shows the next year and pay periods a Tour change can be requested.
Changes in Future Tour of Duty	Display only	Shows the year and pay period of a future scheduled Tour change.
Special Pay Rate	Select	Usually NONE, valid for certain Tour Types.
Shift	Select	Usually Regular, valid for certain Tour Types.
Sick Leave	Display only	Shows the number of hours accrued per pay period.
Annual Leave	Display only	Shows the number of hours accrued per pay period.
Official Duty Station	Information Only	Official Duty Station location for non-Telework tour days.
Telework Location	Information Only	Location where Telework will be performed.
<b>Distribution of Biweekly Basic Work Requirements</b>		
Meal Break	Check Boxes	Indicates whether a meal break is required.
(Regular) Button	Click	Shows the Hours Detail screen for the Regular Tour hours.
(Regular) Hours	Hours	Enterable to show the number of hours for each type and day.
(OT Earned – ARSOT) Button	Click	Shows the Hours Detail screen for the OT Earned – ARSOT hours.
(OT – Earned ARSOT) Hours	Hours	Enterable to show the number of hours for each type and day.
Comments	Text	Allows comments to be entered.

**NOTE: The type of hours displayed in the Distribution of Biweekly Basic Work Requirements Table is dependent upon the type of employee and tour of duty.**



### Display Tour Information

- Select a Pay Period from the dropdown.
- Click Select.
- The screen is refreshed with the Tour information as of the selected pay period.

### Request a Tour Change

- Display Tour Information for the effective pay period.
- Select the new Tour Type.
- Click GO to pre-fill the rest of the screen with information specific to the selected Tour Type.
- Select the pay period to change the tour from the Next Tour of Duty Change.
- Verify or select the Special Pay Rate.
- Verify or select the Shift.
- Select Telework Location if needed (if the request is for Telework.)
- Verify or change the Meal Breaks.
- Click the (Regular) Button to show the Hours Detail (Regular) screen for hours and verify or change the hours. See the Hours Detail (Regular) screen section for specific instructions.
- Click the (OT Earned – ARSOT) Button to show the Hours Detail (Other) screen and verify or change those hours. See the Hours Detail (Other) screen section for specific instructions.
- Enter comments if needed.
- Click OK.

There are many rules and dependencies on the combinations of entries you can make on this screen. If the change is not accepted, please check the error message at the top of the page and make corrections as indicated.

### Hours Detail

The Hours Detail screens are only displayed after clicking the associated buttons in the Tour of Duty screen. They are used to specify specific time periods and durations associated with different tour type hours.

#### Hours Detail (Regular) screen

Employee  
**George Bailey**
Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate Leave
- ▶ Personal
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- Change Role:
- ▶ Timekeeper
- ▶ Admin Officer
- ▶ About ITAS
- ▶ Help
- ▶ Close

### Tour of Duty

Type: Telework    Ad hoc    Pay    Pay  
 Regular    Type: Regular    Period: 2012/11    Period 80.0  
 Total:

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
<b>Day Total</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
<b>Telework</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Start</b>														
<b>Stop</b>														



### Hours Detail (OT Earned-ARSOT) screen

Employee  
George Bailey
ITAS
Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate Leave
- ▶ Personal
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- Change Role:
- ▶ Timekeeper
- ▶ Admin Officer
- ▶ About ITAS
- ▶ Help
- ▶ Close

### Tour of Duty

Type: OT    Telework    Ad hoc    Pay    Pay  
Earned-    Type:    and    2012/11    Period 0.0  
ARSOT    Regular    Regular    Period:    Total:

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
Day Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Telework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start														
Stop														


**Table 2 - EMP Hours Detail Screen Field Descriptions**

Label	Values / Actions	Description
Type	Display Only	Shows the Type of hours for the Day, Start, and Stop times.
Pay Period	Display Only	Shows the pay period of the Tour.
Pay Period Total	Display Only	Shows the total number of hours for the Type and Pay Period.
Day Total	Display Only	Shows the total number of hours for the specific day, type, and pay period. <i>For Regular Hours only, this time does not include meal breaks.</i>
Telework	Check box	Sets the time as Regular Telework hours for the Tour of Duty. (Won't appear if user does NOT have Regular Telework access.)
Start	Time	Standard time entries that can be changed to account for the Day Total number of hours.
Stop	Time	Standard time entries that can be changed to account for the Day Total number of hours.
More Button	Click	Click to show another row of Start and Stop times. This is valid for Other types only and is used to show non-consecutive hour ranges.
Tour Button	Click	Click to return to the main Tour Of Duty screen.
OK Button	Click	Standard function.
Reset Button	Click	Standard function.

### Change Tour Regular Hours

- Change the Start and or Stop times to show the actual anticipated times for each Tour day.
  - *The Stop minus the Start minus included meal breaks must equal the number of hours in the Day Total. In the above example there is a 30 minute meal break included in each day.*
- If Tour request change is for Telework, on Tour of Duty screen select Telework Location and insert comments. On the Hours Detail screen, click the Telework checkbox.
- Click OK.

### Change Tour Other Hours

- Change the Start and or Stop times to show the actual anticipated times for each Tour day.
- Click "More" if needed to show another row of Start and Stop times if needed to show non-consecutive hours.
  - *The total of the Stop minus the Start times must equal the number of hours in the Day Total.*
- If Tour request change is for Telework, on Tour of Duty screen select Telework Location and insert comments. On the Hours Detail screen, click the Telework checkbox.
- Click OK.



### Reports

Several reports and other information can be executed through the reports section. They are requested either through the Report Selection screen or directly through additional links.

#### Report Selection screen

Clicking Reports on the left navigation area displays the Reports screen. A variety of reports can be executed. Date and Pay Period parameters are also entered here to control what information is displayed.

The screenshot shows the ITAS Reports screen for user April Morn. The left navigation menu includes: Request Leave, Verify Timecard, Sign In, Sign Out, Donate Leave, Personal, Tour of Duty, Reports (highlighted), myPay, ITAS Messages, About ITAS, Help, and Close. The main content area is titled 'Reports' and contains a form with the following fields: Report (dropdown menu showing 'ATLR Report'), Parameters (text input), From: (text input showing '01/01/2012'), To: (text input showing '01/14/2012'), and Pay Periods: (dropdown menu showing '01/01/12-01/14/12 2012/2'). At the bottom are 'OK' and 'Reset' buttons.

This screenshot shows the same ITAS Reports screen, but with the 'Report' dropdown menu open. The menu lists several report options: ATLR Report (highlighted), Leave Request Report, Pre-DFAS Payslips Mini Report, Pre-DFAS Payslips Regular Report, Premium Pay Report, Printable Timecard, and Sign-In/Sign-Out Report. The 'Parameters' field is also visible. The 'From' and 'To' date fields are present, with 'To' showing '01/14/2012'. 'OK' and 'Reset' buttons are at the bottom.

#### Request a report

- Select the report you want from the dropdown list.
- Enter From and To Dates or select a Pay Period.
- Click OK to execute the report or Reset to start over.
- The requested report is displayed in another browser window.

**NOTE: The required parameters for each report are displayed in the Instructions section of the screen.**



### ATLR

#### Administrative Time and Leave Record of Morn, April for Leave Year 2012

SAC Code: NIH/HNA		ADMINISTRATIVE TIME AND LEAVE RECORD																		Year: 2012																					
Name: Morn, April		Social Security Number: 000-000-0000						SCD: Jun 28 1998 Leave Cat: 06 MAX C/O: 240			Timekeeper: Murphy, Eddie R			Supervisor: McKenna, Melissa R																											
Tour: 80 hours		Donated Leave		Annual Carried Over: 240		Sick Carried Over: 1172		AWOL/LWOP		Credit Hours		Comp. Time		Comp. Time For Travel		PART-TIME																									
Leave Period	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	ND PP	OT PP	AL	RAL	E	U	BAL	E	U	BAL	AWOL PP	LWOP PP	E	U	BAL	E	U	BAL	E	U	BAL	Hrs Wkld PP	AL CO Hrs	SL CO Hrs	Pay Period		
1	Jan 1 ~ Jan 14	HOL - 8															10	5	6		230	4		1172																2	
2	Jan 15 ~ Jan 28	HOL - 8																																							3
3	Jan 29 ~ Feb 11																																								4
4	Feb 12 ~ Feb 25								HOL - 8																																5
5	Feb 26 ~ Mar 10																																								6
6	Mar 11 ~ Mar 24																																								7
7	Mar 25 ~ Apr 7																																								8
8	Apr 8 ~ Apr 21																																								9
9	Apr 22 ~ May 5																																								10
10	May 6 ~ May 19																																								11
11	May 20 ~ Jun 2								HOL - 8																																12
12	Jun 3 ~ Jun 16																																								13
13	Jun 17 ~ Jun 30																																								14
14	Jul 1 ~ Jul 14			HOL - 8																																					15
15	Jul 15 ~ Jul 28																																								16
16	Jul 29 ~ Aug 11																																								17
17	Aug 12 ~ Aug 25																																								18
18	Aug 26 ~ Sep 8								HOL - 8																																19
19	Sep 9 ~ Sep 22																																								20
20	Sep 23 ~ Oct 6																																								21
21	Oct 7 ~ Oct 20	HOL - 8																																							22
22	Oct 21 ~ Nov 3																																								23
23	Nov 4 ~ Nov 17								HOL - 8																																24
24	Nov 18 ~ Dec 1				HOL - 8																																				25
25	Dec 2 ~ Dec 15																																								26
26	Dec 16 ~ Dec 29								HOL - 8																																1
27	Dec 30 ~ Jan 12		HOL - 8																																					2	
Used To Date																																									



### Printable Timecard

#### Timecard for Morn, April 01/01/2012-01/14/2012 (2-2012)

SAC: HNA

Abbr: OD

Approved by:

Transmitted On: Tour Hours: 80.0

Annual Leave Category: 06

PP: 2012/2

Annual Leave 230.0

Credit Hours 0.0

Credit Hours Lost 0.0

Sick Leave 1172.0

FFL Used 0.0

Restored AL 5.0

Comp Time 0.0

Projected Comp Time Lost 0.0

Adv Sick Leave 0.0

Donated YTD 15.0

Projected AL 166.0

Rel. Comp Time 0.0

Rel. Comp Time Charged 0.0

Use or Lose 156.0

VLTP Leave 0.0

Type	Su 01/01	M 01/02	Tu 01/03	W 01/04	Th 01/05	F 01/06	Sa 01/07	Su 01/08	M 01/09	M Tu 01/10	W 01/11	Th 01/12	F 01/13	Sa 01/14	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
Regular			8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	72.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
Holiday Leave		8.0													0.0	8.0
Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0










### Contractor Action

The Personal screen is available to all contractors when signed on under the Contractor role.

#### Personal

Clicking the Personal link on the left navigation area displays information stored about you in the system. This is informational only and cannot be changed here.

#### Personal screen

<p><b>Contractor</b> Willie C. Wonka</p>	 <h1>ITAS</h1> <h2>Integrated Time and Attendance System</h2> 
<ul style="list-style-type: none"> <li>▶ Personal</li> <li>▶ ITAS Messages</li> <li>▶ About ITAS</li> <li>▶ Help</li> <li>▶ Close</li> </ul>	<h3>Personal</h3>  <p>Badge ID: <b>010101011</b>                      LAN ID: <b>WWO01011</b></p> <p>Last Name Wonka    First Name Willie    Initial C</p> <p>Service</p> <p>Computation 01/01/2012</p> <p>Date</p> <p>Agency Code NIH</p> <p>SAC Code HNA</p> <p>Leave Approving Official</p> <p>Timekeeper</p> <p>Email Address workingforaliving@jobs.com</p> <p>FLSA Employee <input type="checkbox"/></p>  <p>Integrated Time and Attendance System          Division of Enterprise and Custom Applications          Center for Information Technology          National Institutes of Health          Department of Health and Human Services</p> <p style="text-align: right;"> <a href="#">Accessibility</a>    <a href="#">Plugins</a>             </p>

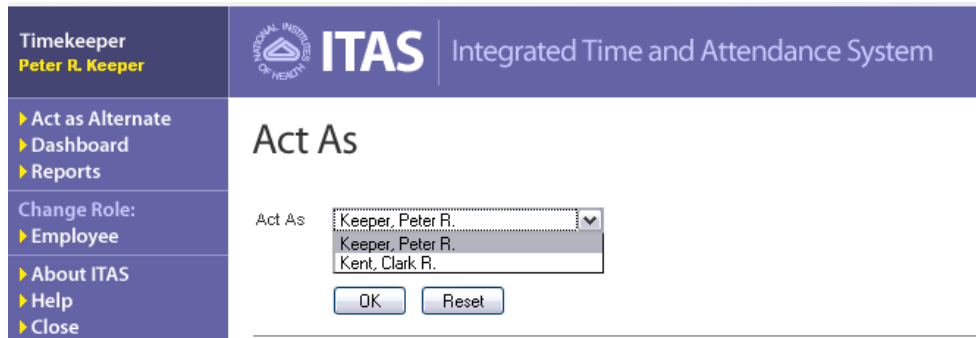
## Timekeeper Actions

The following screens and functions are available to all employees and contractors when signed on under the Timekeeper (TK) role. The same screens and functions are available when you are “Acting As” an alternate TK.

### Act as Alternate

Clicking the Act as Alternate link on the left navigation area displays the Act as Alternate screen. The drop down list shows the names of TKs that your AO has assigned you as an alternate.

#### Act as Alternate screen



#### Act as Alternate, “Acting As” screen



#### Act as an Alternate TK

- Select the alternate from the dropdown list
- Click OK.

**Note the identification area. This will show whom you are “Acting As”.**

#### Act as yourself

- Select the your name from the dropdown list
- Click OK.

**Note the identification area no longer shows “Acting As”.**



### Dashboard

Clicking the Dashboard link on the left navigation area displays the Dashboard screen. This screen serves as entry points to all of the screens that pertain to the employees for whom you are responsible. Each column displays the relevant information and is an active link to the screen associated with that information. The Dashboard also has buttons to directly generate selected reports.

### Dashboard screen

The screenshot shows the ITAS Dashboard interface. At the top, it displays the user's role as 'Timekeeper Sally I. Trainer'. The main content area is titled 'Dashboard' and includes a 'Pay Period' dropdown menu set to '04/22/12-05/05/12 2012/10'. Below this, there is a checkbox for 'Display non-NIH employees' and a search section with a dropdown for 'Search column:' set to 'Personal', a text input for 'for', and a 'Go' button. A pagination bar shows 'Page 1 of 1' with links for 'Show All', '<<First Page', '1', and 'Last Page>>'. The main table lists 15 employees with columns for Personal, LAO, Payroll, Tour of Duty, Lv. Cat., Access, Timecards, Leave Requests, Telework Request, LTP: Donate, and LTP Accounts. Each row contains a checkbox, the employee's name, their LAO, payroll type, tour of duty hours, level category, access type, timecard status, leave request status, telework request status, donate status, and a 'New' link.

**Table 3 - TK Dashboard Screen Field Descriptions**

Label	Values / Actions	Description
Pay Period	Select Pay Period	Select the pay period you would like to display.
Select	Click	Displays Dashboard information for the selected Pay Period.
Display non-NIH employees	Check Box	Displays non-NIH employees in the dashboard list
Search Column	Select Column Name	Select a column name to search.
For	Search value	Freeform text to find.
GO Button	Click	Search the selected column for the value entered.
Show All	Link	Click to show all employees on one page.
<<First Page	Link	Click to show the first page of employees if multiple pages.
1, 2, ...	Link	Click to show a specific page of employees.
Last Page>>	Link	Click to show the last page of employees.
Last Page>>	Link	Click to show the last page of employees.
	Check Box	Select for reports at the bottom of the screen.
Personal	Employee names	Click name to go to Personal screen.
LAO	LAO name for associated employee	Click name to go to Personal screen.
Payroll	SAC Code for employee	Click SAC Code to go to Payroll screen.
Tour of Duty	Number of regular tour hours	Click tour hours to go to Tour of Duty screen.



Lv.Cat.	Number of Annual Leave hours accrued per pay period	Click Lv.Cat. hours to go to Tour of Duty screen.
Access	ITAS access levels (roles) for the employee	Click Access to go to Options screen.
Timecards	Shows timecard status for the selected pay period and associated employee	Click to go to Timecard (TC) screen.
Leave Requests	Shows whether leave has been requested and/or approved for the pay period	Click to go to the Leave Requests screen.
Telework Request	Shows whether ad hoc telework has been requested and/or approved for the pay period	Click to go to the Telework Request screen.
LTP:Donate	Shows if leave has been donated	Click to go to the LTP screen.
LTP:Accounts	Shows if an account has been set up	Click to go to the LTP screen.
Print TC Button	Click	Shows the TC in a printable format.
Print Pre-DFAS PaySlip Regular Button	Click	Shows the regular Pre-DFAS PaySlip.
Print Pre-DFAS PaySlip Mini button	Click	Shows the Pre-DFAS PaySlip from Mini run.
Print ATRR Button	Click	Shows the ATRR Report.
Reset Button	Click	Standard function.

**Set the current pay period**

- Select the pay period from the dropdown.
- Click Select.
- The screen is refreshed with information from the selected pay period.

### Display non-NIH employee (LTP Donors/Recipients) in the Dashboard list

- Check the box
- Click GO.
- The screen is refreshed with the non-NIH employees displayed.

### Search for a specific value in a column

- Select the column name from the dropdown.
- Enter the value to search in the "For" text box.
- Click GO.
- The screen is refreshed with the page where the searched for data is found.

### Go to specific screens

- Click on the value associated with the screen and employee (see table above).
- The requested screen is displayed.

### Generate reports

- Select employees to report by clicking the check box next to their name(s).
- Click the button with the associated report at the bottom of the screen.
- The requested report is displayed in another browser window.



### Clear selected employees

- Click Reset.

### Personal

Accessing an EMP's Personal information can be performed by one of the following actions:

- Clicking the EMP's name in the Personal column of the Dashboard
- Clicking the LAO's name in the LAO column of the Dashboard
- Clicking the Personal tab after leaving the Dashboard

The Personal screen for the employee is used to change the employee's basic information that is stored in ITAS.

**Note that this information is not pay period specific.**

### Personal screen

Timekeeper  
Peter R. Keeper

Employee: Morn, April

Personal Payroll Tour of Duty Options Timecard Leave Requests LTP

SSN: xxxxx0068 LAN ID: AMO40068

Last Name Morn\* First Name April\* Initial

Agency Code NIH\*

SAC Code HNA\*

Leave Approving Official McKenna, Melissa R.\*

Timekeeper Keeper, Peter R.\*

Email Address

FLSA Employee

OK Reset

---

**Instructions**

Type over or change the selection of any field. Click OK or any navigation to validate changes and update the database.

Required fields are marked with \*.  
Reset ignores pending changes and re-displays the screen.  
OK validates the entered information and updates the database if no errors are found.  
Fields in error are marked with †. The error message at the top of the page refers to the first field in error.  
Click on tabs or left navigation area to go to different screens.

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### Change an employee's personal information

- On the dashboard, find the appropriate employee and click on their Name or LAO information to get to the Personal screen.
- Overtyping information or selecting the information to change.
- Click OK to accept changes or Reset to ignore.



### Payroll

Clicking the value in the Payroll column of the Dashboard or clicking the Payroll tab displays the Payroll screen for the employee and pay period. This screen is used to change the employee's information specific to pay and service dates. Individual field values are explained in the table below.

#### TK Payroll screen for Federal Employees

<b>Timekeeper</b> Peter R. Keeper	<b>ITAS</b> Integrated Time and Attendance System
▶ Act as Alternate ▶ Dashboard ▶ Reports	<b>Employee: Morn, April</b> Personal Payroll Tour of Duty Options Timecard Leave Requests LTP
Change Role: ▶ Employee	Enter On Duty Date <input type="text" value="09/12/1999"/> * Service Computation Date <input type="text" value="06/28/1998"/> * Separation Date <input type="text"/>
▶ About ITAS ▶ Help ▶ Close	Status: Active SAC Code <input type="text" value="HNA"/> * Common Acct No. <input type="text" value="98321401"/> * Approving Official: McKenna, Melissa Timekeeper: Keeper, Peter Pay Basis <input type="text" value="Annually"/> * Type <input type="text" value="General Schedule"/> * Pay Plan <input type="text" value="GS-General Schedule"/> * Type of Appointment <input type="text" value="Permanent"/> * Military Status <input type="text" value="None"/> * Remarks <input type="text"/> Special FMLA <input type="checkbox"/>
	<input type="button" value="OK"/> <input type="button" value="Reset"/>


**Table 4 - TK Payroll Screen Field Descriptions**

Label	Values / Actions	Description
Enter On Duty Date	Valid date	The date on which a new federal employee completes the necessary paperwork and is sworn in as an employee.
Service Computation Date	Valid date	Service Computation Date
Separation Date	Valid date or blank	Date the employee was no longer employed at NIH.
SAC Code	Select SAC Code	Standard Accounting Code
Common Acct No	Enter CAN Code	8 digit account number associated with the current fiscal year.
Approving Official	Display only	Assigned on Personal screen.
Timekeeper	Display only	Assigned on Personal screen.
Pay Basis	Select pay Basis	Checked against other pay and appointment fields.
Type	Select pay Type	Checked against other pay and appointment fields. Only certain combinations are valid.
Pay Plan	Select Pay Plan	Checked against other pay and appointment fields. Only certain combinations are valid.
Type of Appointment	Display only	Checked against other pay and appointment fields. Only certain combinations are valid.
Military Status	Select Military Status if applicable	Denotes if the EMP's military status.
Remarks	Select when separating	Standard remarks for separation reason.
Special FMLA	Check Box	Grants employee an additional 26 weeks of FMLA leave
OK Button	Click	To accept changes.
Reset Button	Click	To ignore unapplied changes and re-display the current information.
Create Leave Balances Button	Click	If shown, this will create a current Leave Balances record for the employee. If not shown it means the Leave Balances have already been created.

### Change an employee's payroll information

- On the dashboard, find the appropriate employee and click on their Payroll information to get to the Payroll screen.
- Overtyping and/or select the information to change.
- Click OK to accept changes or Reset to ignore.



### Tour of Duty

Accessing an employee's Tour of Duty information can be performed by one of the following actions:

- Clicking the value in the Tour of Duty column of the Dashboard
- Clicking the value in the Lv.Cat. column of the Dashboard
- Clicking the Tour of Duty tab after leaving the Dashboard

The Tour of Duty screen is displayed for the EMP's and Pay Period. This screen is used to set up all information about the employee's current and future Tours of Duty.

### Tour of Duty screen

Timekeeper  
Peter R. Keeper

**ITAS** Integrated Time and Attendance System

---

▶ Act as Alternate  
 ▶ Dashboard  
 ▶ Reports  
  
 Change Role:  
 ▶ Employee  
  
 ▶ About ITAS  
 ▶ Help  
 ▶ Close
 

**Employee: Morn, April**  
 Personal Payroll **Tour of Duty** Options Timecard Leave Requests LTP

---

Pay Period:   Use to review tour of duty for the selected pay period.

Tour Type:

Earn Credit Hours

Term Type:

Tour Hours:

Last Tour of Duty Change: 1999/20

Next Tour of Duty Change:

Changes in Future Tour of Duty: None

Special Pay Rate:  Shift:

Sick Leave:  0  4 \*

Annual Leave:  0  4  6  8 \*

Distribution of Biweekly Basic Work Requirements

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Total
<input type="checkbox"/> Meal Break	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0
<b>Total Base</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	80.0
<input type="checkbox"/> OT Earned-ARSOT															0.0




**Table 5 - TK Tour of Duty Screen Field Descriptions**

Label	Values / Actions	Description
Pay Period	Select Pay Period	Select the pay period you would like to review the Tour.
Select Button	Click	Displays Tour information for the selected Pay Period.
Tour Type	Select Tour Type	This shows the valid Tour Types. Not all will be available for all employees.
GO Button	Click	Refreshes the screen with information based on the selected Tour Type. Note that if you don't click this after selecting a different tour, other entries in the screen may not be valid and may cause confusing errors.
Earn Credit Hours	Check	Check this box to request to be able to earn Credit Hours. Checked against Tour Type to see if Credit Hours can be earned.
Term Type	Select Term	Usually Full Time, Part Time, or Intermittent. Checked against the Tour Type to see if the combination is valid.
Tour Hours	Valid number	Shows the default number of hours for the selected Tour.
Last Tour of Duty Change	Display only	Shows the last year and pay period a Tour change was done or the current year and pay period the pending change is due.
Next Tour of Duty Change	Select	Shows the year and pay period the requested change will be applied.
Changes in Future Tour of Duty	Display only	Shows the year and pay period of a future scheduled Tour change, if any.
Special Pay Rate	Select	Usually NONE, valid for certain Tour Types.
Shift	Select	Usually Regular, valid for certain Tour Types.
Sick Leave	Click on 0 or 4	Shows the number of hours Sick Leave accrued per pay period.
Annual Leave	Click on 0, 4, 6, or 8	Shows the number of hours Annual Leave accrued per pay period.
Official Duty Station	Information Only	Official Duty Station location for non-Telework tour days.
Telework Location	Select	Location where Telework will be performed.
<b>Distribution of Biweekly Basic Work Requirements Table</b>		
Meal Break	Check Boxes	Indicates whether a meal break is required.
(Regular) Button	Click	Shows the Hours Detail screen for the Regular Tour hours.
(Regular) Hours	Hours	Enterable to show the number of hours for each type and day.
(OT Earned – ARSOT) Button	Click	Shows the Hours Detail screen for the OT Earned – ARSOT hours.
(OT – Earned ARSOT) Hours	Hours	Enterable to show the number of hours for each type and day.
Create Timecard Button	Click	Only displayed if there is no timecard (TC) for the selected employee and pay period. Click to create the TC.
OK Button	Click	Standard function.
Reset Button	Click	Standard function.



**NOTE: The type of hours displayed in the Distribution of Biweekly Basic Work Requirements Table is dependant upon the type of employee and tour of duty.**

### Display Tour Information

- Navigate to the Tour of Duty screen.
- Select a Pay Period from the dropdown.
- Click Select.
- The screen is refreshed with the Tour information as of the selected pay period.

### Change a Tour of Duty

- Display Tour Information for the effective pay period.
- Select the new Tour Type.
- Click GO to pre-fill the rest of the screen with information specific to the selected Tour Type.
- Select the pay period to change the tour from the Next Tour of Duty Change.
- Verify or select the Special Pay Rate.
- Verify or select the Shift.
- Select Telework Location if needed (if the request is for Telework.)
- Verify or change the Meal Breaks.
- Click the (Regular) Button to show the Hours Detail (Regular) screen for hours and verify or change the hours. See the Hours Detail (Regular) screen section for specific instructions.
- Click the (OT Earned – ARSOT) Button to show the Hours Detail (Other) screen and verify or change those hours. See the Hours Detail (Other) screen section for specific instructions.
- Enter comments if needed.
- Click OK.

There are many rules and dependencies on the combinations of entries you can make on this screen. If the change is not accepted, please check the error message at the top of the page and make corrections as indicated.

### Hours Detail (Tour of Duty, Regular) screen

Timekeeper  
Sally I. Trainer
Integrated Time and Attendance System

Employee: Bocelli, Andrea

- ▶ Act as Alternate
- ▶ Dashboard
- ▶ Reports
- Change Role:
- ▶ Employee
- ▶ Approving Official
- ▶ Admin Officer
- ▶ ITAS Administration
- ▶ About ITAS
- ▶ Help
- ▶ Close

Type: Telework
Ad hoc and Regular
Pay Period: 2012/11
Pay Period: 80.0

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
Day Total	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Telework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start		07:30AM	07:30AM	07:30AM	07:30AM	07:30AM			07:30AM	07:30AM	07:30AM	07:30AM	07:30AM	
Stop		04:00PM	04:00PM	04:00PM	04:00PM	04:00PM			04:00PM	04:00PM	04:00PM	04:00PM	04:00PM	
Telework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start														
Stop														

More

Tour OK Reset



### Hours Detail (Tour of Duty, OT Earned - ARSOT) screen

Timekeeper  
**Sally I. Trainer**

### ITAS

Integrated Time and Attendance System

Employee: Bocelli, Andrea

- ▶ Act as Alternate
- ▶ Dashboard
- ▶ Reports
- Change Role:
- ▶ Employee
- ▶ Approving Official
- ▶ Admin Officer
- ▶ ITAS Administration
- ▶ About ITAS
- ▶ Help
- ▶ Close

Personal
Payroll
Tour of Duty
Options
Timecard
Leave Requests
Telework Request
LTP

Type: OT Earned-ARSOT    Ad hoc Type: Regular    Pay Period: 2012/11    Pay Period: 0.0    Total:

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
Day Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Telework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start														
Stop														

More

Tour OK Reset

**Table 6 - TK Hours Detail Screen Field Descriptions**

Label	Values / Actions	Description
Type	Display Only	Shows the Type of hours for the Day, Start, and Stop times.
Pay Period	Display Only	Shows the pay period of the Tour.
Pay Period Total	Display Only	Shows the total number of hours for the Type and Pay Period.
Day Total	Display Only	Shows the total number of hours for the specific day, type, and pay period. <i>For Regular Hours only, this time does not include meal breaks.</i>
Telework	Check box	Sets the time as Regular Telework hours for the Tour of Duty. (Won't appear if user does NOT have Regular Telework access.)
Start	Time	Standard time entries that can be changed to account for the Day Total number of hours.
Stop	Time	Standard time entries that can be changed to account for the Day Total number of hours.
Telework	Check box	Sets the time as Regular Telework hours for the Tour of Duty. (Won't appear if user does NOT have Regular Telework access.) → will appear only if first Start and Stop times have hours.
Start	Time	Standard time entries that can be changed to account for the Day Total number of hours. → will appear only if first Start and Stop times have hours.
Stop	Time	Standard time entries that can be changed to account for the Day Total number of hours. → will appear only if first Start and Stop times have hours.
More Button	Click	Click to show another row of Start and Stop times. This is valid for Other types only and is used to show non-consecutive hour ranges.
Tour Button	Click	Click to return to the main Tour Of Duty screen.
OK Button	Click	Standard function.
Reset Button	Click	Standard function.



### Change Tour Regular Hours

- Change the Start and or Stop times to show the actual anticipated times for each Tour day.
  - *The Stop minus the Start minus included meal breaks must equal the number of hours in the Day Total. In the above example there is a 30 minute meal break included in each day.*
- If Tour request change is for Telework, on Tour of Duty screen select Telework Location and insert comments. On the Hours Detail screen, click the Telework checkbox.
- Click OK.

### Change Tour Other Hours

- Change the Start and or Stop times to show the actual anticipated times for each Tour day.
- If Tour request change is for Telework, on Tour of Duty screen select Telework Location and insert comments. On the Hours Detail screen, click the Telework checkbox.
- Click "More" if needed to show another row of Start and Stop times if needed to show non-consecutive hours.
  - *The total of the Stop minus the Start times must equal the number of hours in the Day Total.*
- Click OK.



### Options

Clicking the value in the Access column of the Dashboard or clicking the Options tab after leaving the Dashboard, Displays the Options screen for the employee. This screen is used to set the employee's access levels or available roles.

### Options screen

**Table 7 - TK Options Screen Field Descriptions**

Label	Values	Description
Leave Approving Official	Check box	Check to set the employee as an LAO.
Timekeeper	Check box	Check to set the employee as a TK.
TK Number	Valid TK Number	Must be entered and valid five digit value to set as TK or cleared to remove TK privileges.
Administrative Officer	Check Box	Check to set employee as an AO.
ITAS Administration	Check Box – Read Only	Checked in read-only mode to display if employee has IA privileges.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redispays the screen.

### Change an employee's access level (role)

- Navigate to the Options screen.
- Check or uncheck boxes as necessary.
- Enter TK Number if setting employee as a TK.
- Click OK Reset to clear.

**NOTE: If removing the TK privilege, there can be no employees assigned to them.**



### Timecard

Clicking the value in the Timecard column on the Dashboard or clicking the Timecard tab after leaving the Dashboard, displays the Timecard screen. The current employee and pay period including leave balances, pay hours, and leave used are displayed.

### Timecard screen, initial

Timekeeper  
**Sally I. Trainer**

ITAS
Integrated Time and Attendance System

---

- ▶ Act as Alternate
- ▶ Dashboard
- ▶ Reports

Employee: Bocelli, Andrea

Personal Payroll Tour of Duty Options Timecard Leave Requests Telework Request LTP

---

- Change Role:
- ▶ Employee
- ▶ Approving Official
- ▶ Admin Officer
- ▶ ITAS Administration
- ▶ About ITAS
- ▶ Help
- ▶ Close

Pay Period 05/06/12-05/19/12 2012/11 Select

---

SSN: 444-44-0026    SAC: HNA    Abbr: OD

---

Approved by:    Transmitted On:    Tour Hours: 80.0    Annual Leave Category: 06    PP: 2012/11

---

Annual Leave	300.0	Credit Hours	0.0	Credit Hours Lost	0.0	Sick Leave	1388.0	FFL Used	0.0
Restored AL	0.0	Comp Time	0.0	Projected Comp Time Lost	0.0	Adv Sick Leave	0.0	Donated YTD	0.0
Projected AL	100.0	Rel. Comp Time	3.0	Rel. Comp Time Charged	0.0	Use or Lose	160.0	VLTP Leave	0.0

---

Type	Su 05/06	M 05/07	Tu 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12	Su 05/13	M 05/14	Tu 05/15	W 05/16	Th 05/17	F 05/18	Sa 05/19	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
- Other																
<b>Total Base</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0
- Other																

OK    Reset



### Timecard screen, Leave Types expanded

Timekeeper  
**Sally I. Trainer**
**ITAS** Integrated Time and Attendance System

---

Employee: **Bocelli, Andrea**

Personal Payroll Tour of Duty Options **Timecard** Leave Requests Telework Request LTP

Pay Period: 05/06/12-05/19/12 2012/11 Select

SSN: 444-44-0028 SAC: HNA Abbr: OD

---

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 06 PP: 2012/11

---

Annual Leave 300.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 1388.0 FFL Used 0.0

Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 Donated YTD 0.0

Projected AL 100.0 Rel. Comp Time 3.0 Rel. Comp Time Charged 0.0 Use or Lose 160.0 VLTP Leave 0.0

Type	Su 05/06	M 05/07	Tu 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12	Su 05/13	M 05/14	Tu 05/15	W 05/16	Th 05/17	F 05/18	Sa 05/19	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0
Annual Leave															0.0	0.0
Click or Select to show the Timecard Hours for the Regular																
Other																
Holiday Leave															0.0	0.0
Excused Absence															0.0	0.0
Furl. Lapsed Appr															0.0	0.0
Furlough-Sequestrian															0.0	0.0
Furlough-Other															0.0	0.0
Leave Without Pay															0.0	0.0
Suspension															0.0	0.0
AWOL															0.0	0.0
<b>Total Base</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0
Other																

OK Reset



### Timecard screen, pay types expanded

Timekeeper  
Sally I. Trainer

**ITAS** Integrated Time and Attendance System

---

Employee: Bocelli, Andrea

Personal Payroll Tour of Duty Options Timecard Leave Requests Telework Request LTP

---

Pay Period: 05/06/12-05/19/12 2012/11 Select

SSN: 444-44-0028    SAC: HNA    Abbr: OD

---

Approved by:    Transmitted On:    Tour Hours: 80.0    Annual Leave Category: 06    PP: 2012/11

---

Annual Leave 300.0    Credit Hours 0.0    Credit Hours Lost 0.0    Sick Leave 1388.0    FFL Used 0.0  
 Restored AL 0.0    Comp Time 0.0    Projected Comp Time Lost 0.0    Adv Sick Leave 0.0    Donated YTD 0.0  
 Projected AL 100.0    Rel. Comp Time 3.0    Rel. Comp Time Charged 0.0    Use or Lose 180.0    VLTP Leave 0.0

Type	Su 05/06	M 05/07	Tu 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12	Su 05/13	M 05/14	Tu 05/15	W 05/16	Th 05/17	F 05/18	Sa 05/19	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
<b>Other</b>																
<b>Total Base</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
<input type="checkbox"/> OT-Irregular Earned															0.0	0.0
<input type="checkbox"/> Holiday Pay															0.0	0.0
<input type="checkbox"/> Comp Time-Earned															0.0	0.0
<b>Other</b>																
<input type="checkbox"/> Night Diff															0.0	0.0
<input type="checkbox"/> Sun/Sat Diff															0.0	0.0
<input type="checkbox"/> OT Earned-ARSOT															0.0	0.0
<input type="checkbox"/> OT-Substitute Hours															0.0	0.0
<input type="checkbox"/> OT-Suffer&Permit															0.0	0.0
<input type="checkbox"/> OT-Travel Earned															0.0	0.0
<input type="checkbox"/> OT-Training Earned															0.0	0.0
<input type="checkbox"/> Rel Comp-Earned															0.0	0.0
<input type="checkbox"/> Comp Time for Travel (CTT)-Earned															0.0	0.0
<input type="checkbox"/> Call Back Earned															0.0	0.0

OK    Reset





### Timecard Hours Detail screen

Timekeeper  
Sally I. Trainer

**ITAS** Integrated Time and Attendance System

Employee: Bocelli, Andrea

Type: Regular      Telework Type: Ad hoc and Regular      Pay Period: 2012/11      Pay Period Total: 80.0

	Su 05/06	M 05/07	Tu 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12	Su 05/13	M 05/14	Tu 05/15	W 05/16	Th 05/17	F 05/18	Sa 05/19
Day Total	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Telework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start		07:30AM	07:30AM	07:30AM	07:30AM	07:30AM			07:30AM	07:30AM	07:30AM	07:30AM	07:30AM	
Stop		04:00PM	04:00PM	04:00PM	04:00PM	04:00PM			04:00PM	04:00PM	04:00PM	04:00PM	04:00PM	
Telework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start														
Stop														

### Modify an employee's current hours

- Click on **Timecard** tab.
- Click on the day of the week in the appropriate hour type field.
- Enter hours in the field.
- Click OK to continue or reset to clear changes.

**NOTE: Certain types of leave/hours require start and end times, including a.m. or p.m. This is indicated by a gray button to the left of the hour Type. You may either click this button OR click OK to enter start and end times.**

- Check Telework in the Hours Detail if required. (If Telework is inserted into Timecard, must select Telework Location from Tour of Duty tab.)
- Enter start and stop times in the Hours Detail if required.
- Click OK to accept changes or Reset to clear.

### Modify the employee's previous Pay Period hours

- Click on **Timecard** tab.
- Select the pay period from the dropdown and click Select.
- Modify hours as above.

**NOTE: A row in the supplement information at the bottom of the TC screen is created on both the current and the changed TC. On the changed TC it indicates that the existing TC has changed. On the current it indicates that a change was made to a prior pay period in the current pay period.**

### Remove a pending supplement

- Click on **Timecard** tab.
- Select the pay period from the dropdown and click Select.
- Clear the pending changes.
- Click OK.

**NOTE: The pending supplement rows will be removed. If the supplement has already been applied, a supplement reversing the previous supplement is created.**



### Leave Requests

Clicking the value in the Leave Requests column on the Dashboard or clicking the Leave Requests tab after leaving the Dashboard, displays the Leave Request screen. Requests can be submitted for a past, current or a future pay period. Requests can be submitted for a partial day, a full day or for multiple days. Multiple types of leave may be requested for the same day. Individual LRs must be saved before proceeding to the next. An email is automatically sent to the employee's LAO each time an LR is submitted.

#### Leave Requests, regular view

Timekeeper  
Peter R. Keeper

**ITAS**

Integrated Time and Attendance System

---

▶ Act as Alternate  
 ▶ Dashboard  
 ▶ Reports
 

**Employee: Morn, April**  
 Personal Payroll Tour of Duty Options Timecard **Leave Requests** LTP

---

Change Role:  
▶ Employee

---

▶ About ITAS  
▶ Help  
▶ Close

---

Start Date  End Date

---

For partial day leave only,  
Select the Start Time and fill out the Hours or select the Start and End times.

Start Time  :  :  AM  PM

Hours  OR End Time  :  :  AM  PM [Calculate Hours](#)

---

**New Request**

Leave type	Balance	Hours	Remark
Annual Leave	230.0	<input type="text"/> 0.0	Projected: 166.0
Sick Leave	1172.0	<input type="text"/> 0.0	
Restored AL	5.0	<input type="text"/> 0.0	
Comp Time	0.0	<input type="text"/> 0.0	

Leave Comments

---

**Existing Requests**

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Annual Leave	8.0	01/09/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots
<input type="checkbox"/>	Annual Leave	3.25	01/10/2012	7:30AM	10:45AM	Pending	
<input type="checkbox"/>	Family Friendly Leave	8.0	01/11/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots



### Leave Requests, expanded view

Timekeeper  
Peter R. Keeper



- ▶ Act as Alternate
- ▶ Dashboard
- ▶ Reports

Employee: Morn, April

- Personal
- Payroll
- Tour of Duty
- Options
- Timecard
- Leave Requests
- LTP

Change Role:  
▶ Employee

- ▶ About ITAS
- ▶ Help
- ▶ Close

Start Date  End Date

For partial day leave only,  
Select the Start Time and fill out the Hours or select the Start and End times.

Start Time  :  :  AM  PM

Hours  OR End Time  :  :  AM  PM [Calculate Hours](#)

#### New Request

Leave type	Balance Hours		Remark
Annual Leave	230.0	<input type="text"/> 0.0	Projected: 166.0
Sick Leave	1172.0	<input type="text"/> 0.0	
Restored AL	5.0	<input type="text"/> 0.0	
Comp Time	0.0	<input type="text"/> 0.0	
-			
Religious Comp Time		<input type="text"/> 0.0	
Comp Time for Travel (CTT)	0.0	<input type="text"/> 0.0	
FMLA Leave	480.0		
FMLA - Annual Leave		<input type="text"/> 0.0	Birth of a child/care of a new <input type="text"/>
FMLA - Sick Leave		<input type="text"/> 0.0	Birth of a child/care of a new <input type="text"/>
FMLA - LWOP		<input type="text"/> 0.0	Birth of a child/care of a new <input type="text"/>
Expanded FMLA (LWOP)	24.0	<input type="text"/> 0.0	Elder Care <input type="text"/>
Family Friendly Leave	104.0	<input type="text"/> 0.0	Care of family member - chi <input type="text"/>
Military Funeral Leave		<input type="text"/> 0.0	
Excused Absence		<input type="text"/> 0.0	
Court Leave		<input type="text"/> 0.0	Juror <input type="text"/>
Voting Leave		<input type="text"/> 0.0	
Bone Marrow Donor	56.0	<input type="text"/> 0.0	
Organ Donor	240.0	<input type="text"/> 0.0	
Preventive Health	4.0	<input type="text"/> 0.0	
VLTP PSYCH	0.0	<input type="text"/> 0.0	
Leave Without Pay		<input type="text"/> 0.0	

Leave Comments

#### Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Annual Leave	8.0	01/09/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots
<input type="checkbox"/>	Annual Leave	3.25	01/10/2012	7:30AM	10:45AM	Pending	
<input type="checkbox"/>	Family Friendly Leave	8.0	01/11/2012	7:30AM	4:00PM	Pending	This is a test for the user manual screen shots

**Full Day Request**

- Fill in the Start and End Dates. Full day requests do not require a start and end time. The system will assign the time from the regular four hours.
- Enter the Hours for the Leave Type.
- Enter a comment if needed.
- Click OK.

**Partial Day Request**

- Fill in the Start Date.
- Fill in the Start Time.
- Select AM or PM.
- Enter either the Number of Hours or the Stop Time (AM or PM must be selected for Stop Time).
- Click Calculate Hours to fill in the missing Number of Hours or Stop Time.
- Enter the Hours for the Leave Type.
- Enter a comment if needed.
- Click OK.

**Requests, combined or other types**

- Click the [Other Types](#) link to show the Request Leave expanded view.
- Fill in requested dates and/or times as explained previously.
- Fill in the actual number of hours next to each selected leave type.
- Enter a comment if needed.
- Click OK.

**Delete existing requests**

- Scroll down to the Existing Leave Requests section.
- Click the check boxes next to the requests to delete.
- Click OK.



### Telework Request

Clicking the value in the Telework Request column on the Dashboard or clicking the Telework Request tab after leaving the Dashboard, displays the Telework Request screen. Requests can be submitted for a past, current or a future pay period. Requests can be submitted for a partial day, a full day or for multiple days. Individual Telework Requests must be completed before proceeding to the next. An email is automatically sent to the employee's LAO each time a Telework Request is submitted.

Timekeeper  
Sally I. Trainer

ITAS
Integrated Time and Attendance System

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▶ Act as Alternate  
 ▶ Dashboard  
 ▶ Reports  
  
 Change Role:  
 ▶ Employee  
 ▶ Approving Official  
 ▶ Admin Officer  
 ▶ ITAS Administration  
  
 ▶ About ITAS  
 ▶ Help  
 ▶ Close
 

Employee: Curtis, Tony  
Personal
Payroll
Tour of Duty
Options
Timecard
Leave Requests
Telework Request
LTP

---

A field with an asterisk (\*) before it is a required field.

\*Start Date:  End Date:

---

For partial day of telework day,  
Select the start time and enter the number of hours, or select the start and end times.

Start Time

Hour	Minute		
<input type="text"/>	: <input type="text"/>	AM	PM

End Time

Number of Hours:

OR

Hour	Minute		
<input type="text"/>	: <input type="text"/>	AM	PM

[Calculate Hours](#)

\*Telework Location

Existing Telework Requests

Delete	Location	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Telework Center	8.0	04/27/2012			Approved	
<input type="checkbox"/>	Home	8.0	05/01/2012			Pending	

**Full Day Ad Hoc Telework Request**

- Fill in the Start and End Dates. Full day requests do not require a start and end time. The system will assign the time from the regular tour hours.
- Select Telework Location.
- Enter a comment if needed.
- Click OK.

**Partial Day Ad Hoc Telework Request**

- Fill in the Start Date.
- Fill in the Start Time.
- Select AM or PM.
- Enter either the Number of Hours or the Stop Time (AM or PM must be selected if Stop Time is selected).
- Click Calculate Hours to fill in the missing Number of Hours or Stop Time.
- Select Telework Location.
- Enter a comment if needed.
- Click OK.

**Remove Ad Hoc Telework Request(s)**

- Scroll down to the Existing Telework Requests section.
- Click the check boxes next to the telework request(s) to delete.
- (Click Reset if checked an incorrect request, then repeat first two steps)
- Click OK.



### LTP

Clicking the value in the LTP:Donate or the LTP Accounts columns on the Dashboard or clicking the LTP tab after leaving the Dashboard, displays the LTP Donations and Accounts screen. This screen allows you to donate some or all of your Annual or Restored Annual leave to a specific person. You can also check the status of any leave donated to you.

The Donations section of the screen displays the leave you have available to donate. The Name/Reason/Org dropdown contains the names and information of the people you can donate to. It also shows any donations made that have not yet been credited to the recipient's account.

The Accounts section of the screen displays information about any VLTP accounts that have been set up for you.

### LTP screen

The screenshot shows the ITAS LTP screen for user Peter R. Keeper. The interface includes a navigation menu on the left with options like 'Act as Alternate', 'Dashboard', 'Reports', 'Change Role: Employee', 'About ITAS', 'Help', and 'Close'. The main content area is titled 'Employee: Morn, April' and has tabs for 'Personal', 'Payroll', 'Tour of Duty', 'Options', 'Timecard', 'Leave Requests', and 'LTP'. The 'LTP' tab is active, showing the 'Agency: NIH' and a 'Donations' section. The Donations section displays available hours (230.0 AL, 5.0 RAL) and total donated hours (10.0 AL, 5.0 RAL). It features a form to select a recipient (Name Reason Org), an hour type, and the number of hours to donate. Below the form is a table of existing donations:

Name	Reason	Org	Emergency Type	Hours Type	Hours	Date	Status	Delete
Baxter, Richard	Physical Therap	HNA	Personal Medical Emergency	Annual Leave	10.0	01/10/2012	Approved	<input type="checkbox"/>
Dion, Celine	Maternity Purpo	HNA	Personal Medical Emergency	Restored Annual	5.0	01/10/2012	Approved	<input type="checkbox"/>

Below the table is an 'Accounts' section with a form to set up an account by selecting a reason and emergency type, and specifying begin and end dates. A table of existing accounts is shown below:

Reason	Emergency Type	Begin	End	Received	Used	Available	
Psychiatry	Personal Medical Emergency	01/01/201:		0.0	0.0	0.0	<input type="checkbox"/> Close

At the bottom of the Accounts section are 'OK' and 'Reset' buttons.

### Donate Leave

- Select the person to donate to in the Name/Reason/Org dropdown.
- Select the type of hours to donate in the Hours Type dropdown.
- Enter the number of Hours to donate. This must be less than or equal to your available hours.

**NOTE: Donated Hours must be in 1 hour increments.**

- Click OK.
- The new donation line is displayed on the Donate Leave screen.

### Delete a pending or unused donation

- Check the Delete box at the end of the donation line(s) to delete. You can only delete donations that have not been used by the recipient.
- Click OK.
- The Donate Leave screen is redisplayed without the donation line item.



### Set up an LTP Account

- Select a Reason from the dropdown list.
- Select an Emergency Type from the dropdown list.
- Enter a valid date in the Begin Date field.

***NOTE: The End Date field will be populated when the LTP Account is closed.***

- Click OK.
- The Donate Leave screen is redisplayed with the account line item.

### Close an LTP Account

- Check the Close box for the desired account.
- Click OK.

***NOTE: The End Date is populated and the account can be reopened.***

### Reopen an LTP Account

- Check the Reopen box for the desired account.
- Click OK.





### Reports

Clicking the Reports link on the left navigation area displays the Reports screen.

#### Report screen

Timekeeper  
Peter R. Keeper

Act as Alternate  
Dashboard  
Reports

Change Role:  
Employee

About ITAS  
Help  
Close

### Reports

Report: Printable Timecard

Parameters

From: 01/01/2012 To: 01/14/2012

Employee: Morn, April

Pay Periods: 01/01/12-01/14/12 2012/2

OK Reset

#### Request a report

- Select the desired report from the dropdown list.
- Enter the From and To Dates or select a Pay Period.
- Click OK to execute the report or Reset to start over.
- The requested report is displayed in another browser window.

**NOTE: The required parameters for each report are displayed in the Instructions section of the screen.**



**Printable Timecard Report**

**Timecard for Lopez, Lucia R. 01/01/2012-01/14/2012 (2-2012)**

SSN: 334-45-5789

SAC: HNA

Abbr: OD

Approved by:

Transmitted On: Tour Hours: 50.0

Annual Leave Category: 04

PP: 2012/2

Annual Leave 230.0    Credit Hours 0.0    Credit Hours Lost 0.0    Sick Leave 1172.0    FFL Used 0.0  
 Restored AL 5.0    Comp Time 0.0    Projected Comp Time Lost 0.0    Adv Sick Leave 0.0    Donated YTD 15.0  
 Projected AL 166.0    Rel. Comp Time 0.0    Rel. Comp Time Charged 0.0    Use or Lose 156.0    VLTP Leave 0.0

Type	Su 01/01	M 01/02	Tu 01/03	W 01/04	Th 01/05	F 01/06	Sa 01/07	Su 01/08	M 01/09	Tu 01/10	W 01/11	Th 01/12	F 01/13	Sa 01/14	Supps	Total
Tour Hours		5.0	5.0	5.0	5.0	5.0			5.0	5.0	5.0	5.0	5.0			50.0
Regular			5.0	5.0	5.0	5.0			5.0	5.0	5.0	5.0	5.0		0.0	45.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
Holiday Leave		5.0													0.0	5.0
Total Base	0.0	5.0	5.0	5.0	5.0	5.0	0.0	0.0	5.0	5.0	5.0	5.0	5.0	0.0	0.0	50.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0

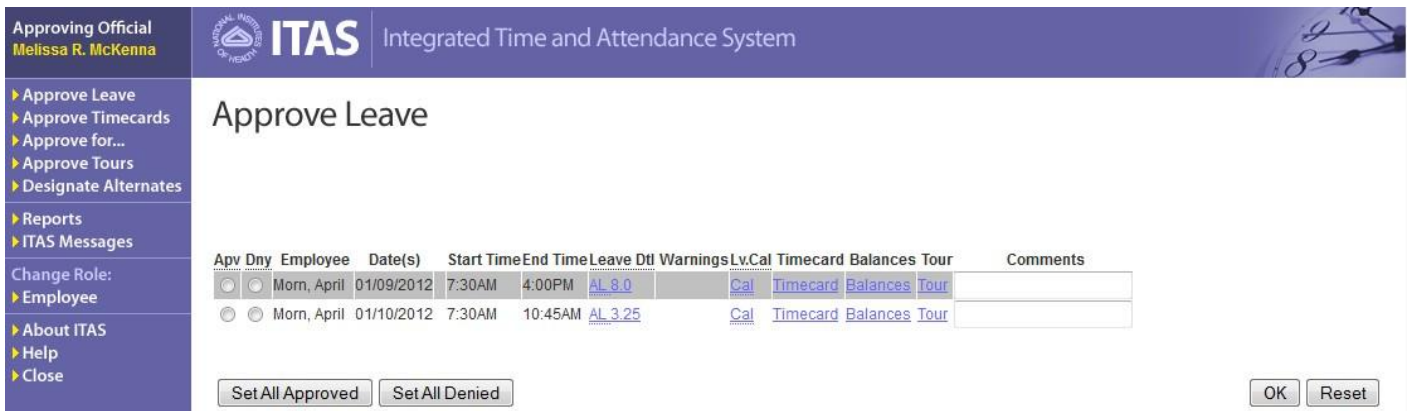
## Leave Approving Official Actions

The following screens and functions are available to all employees when signed on under the Leave Approving Official (LAO) role. The same screens and functions are available when you are “acting as” an alternate LAO.

### Approve Leave

Clicking the Approve Leave link on the left navigation displays the Approve Leave screen. This screen allows the LAO to Approve or Deny leave requests for the employees for whom they are responsible. The LAO can also view the Leave Request Detail, Leave Calendar, Timecard, Leave Balances, and Tour Of Duty for a specific employee.

#### Approve Leave screen



**Table 8 - LAO Approve Leave Field Descriptions**

Label	Values / Actions	Description
Apr	Radio Button / Click	Click to Approve Leave Request.
Dny	Radio Button / Click	Click to Deny Leave Request.
Employee	Information Only	Name of employee requesting leave.
Date(s)	Date	Date or date range of leave requested.
Plus / Minus	Button / Click	Expand or Compress displayed information.
Start Time	Time	Start time of leave requested.
End Time	Time	End time of leave requested.
Leave Dtl	Link to Leave Detail	Display of leave request detail information.
Warnings	Warning Message	Message concerning the leave request.
Lv. Cal	Link to Leave Calendar	Display of Leave Calendar Report for the current month.
Timecard	Link to Timecard	Display of the current Timecard for the selected employee.
Balances	Link to Leave Balances	Display of the current Leave Balances for the selected employee.
Tour	Link to Tour of Duty	Display of the current Tour Of Duty for the selected employee.
Comments	Text Area	Enterable field for comments concerning leave request.
Set All Approved	Button / Click	Selects all of the approved radio buttons for the displayed leave requests.
Set All Denied	Button / Click	Selects all of the denied radio buttons for the displayed leave requests.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redispays the screen.

### Approve or Deny Leave Request

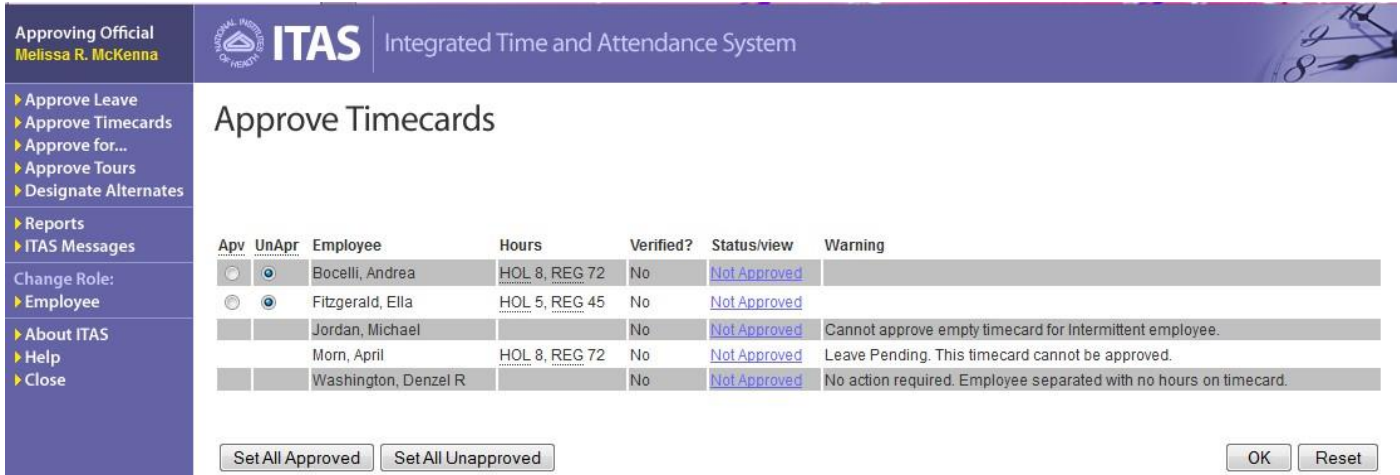
- Click the Approve (Apv) or Deny (Dny) radio button for the selected employee.
- Enter text in the Comments field if needed.
- Click OK.
- The Approve Leave screen is redisplayed and the checked item is removed.

**NOTE: Click the 'Set All Approved' or 'Set All Denied' button to process all of the requests at once.**

## Approve Timecards

Clicking the Approve Timecards link on the left navigation area displays the Approve Timecards screen. The screen allows the LAO or Alternate LAO to approve timecards for the employees for whom they are responsible.

### Approve Timecards screen



Apv	UnApr	Employee	Hours	Verified?	Status/view	Warning
<input type="radio"/>	<input checked="" type="radio"/>	Bocelli, Andrea	HOL 8, REG 72	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Fitzgerald, Ella	HOL 5, REG 45	No	<a href="#">Not Approved</a>	
		Jordan, Michael		No	<a href="#">Not Approved</a>	Cannot approve empty timecard for Intermittent employee.
		Morn, April	HOL 8, REG 72	No	<a href="#">Not Approved</a>	Leave Pending. This timecard cannot be approved.
		Washington, Denzel R		No	<a href="#">Not Approved</a>	No action required. Employee separated with no hours on timecard.

**NOTE: The Approve and Unapprove radio buttons are not displayed if the employee has a pending leave request for the current pay period or any other issue where a message is displayed.**

**Table 9 - LAO Approve Timecards Screen Field Descriptions**

Label	Values / Actions	Description
Apr	Radio Button / Click	Click to Approve timecard.
UnApr	Radio Button / Click	Click to Unapprove timecard.
Employee	Information Only	Name of employee on timecard.
Hours	Type & Number of Hours	Displays type and number of hours worked, as well as type and number hours taken for leave.
Verified?	Yes / No	Displays Yes if the employee has verified the timecard hours. Displays No as default.
Status/View	Link to Timecard	Displays the current timecard of the selected employee.
Warnings	Warning Message	Message concerning the timecard.
Set All Approved	Button / Click	Checks all of the Approve boxes for the displayed timecards.
Set All Unapproved	Button / Click	Checks all of the Unapprove boxes for the displayed timecards.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redisplay the screen.

### Approve or Unapprove Timecards

- Click the Approve (Apr) or Unapprove (UnApr) radio button for the selected employee(s).
- Click OK.
- The Approve Timecards screen is redisplayed and the value in the Status/View column has been updated accordingly.

**NOTE: Click the 'Set All Approved' or 'Set All Unapproved' button to process all of the Timecards at once.**

### View a Timecard

- Click the link in the Status/View column to display the Printable Timecard report.



### Timecard

Clicking the active link in the Status/View column from the Approve Timecards displays a ready-only version of the employee's timecard in a new window.

### Timecard screen

Employee: Morn, April

SAC: HNA

Abbr: OD

Approved by:

Transmitted On: Tour Hours: 80.0

Annual Leave Category: 06

PP: 2012/2

Annual Leave 230.0

Credit Hours 0.0

Credit Hours Lost 0.0

Sick Leave 1172.0

FFL Used 0.0

Restored AL 5.0

Comp Time 0.0

Projected Comp Time Lost 0.0

Adv Sick Leave 0.0

Donated YTD 15.0

Projected AL 166.0

Rel. Comp Time 0.0

Rel. Comp Time Charged 0.0

Use or Lose 156.0

VLTP Leave 0.0

Type	Su 01/01	M 01/02	Tu 01/03	W 01/04	Th 01/05	F 01/06	Sa 01/07	Su 01/08	M 01/09	M Tu 01/10	M W 01/11	Th 01/12	F 01/13	Sa 01/14	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
Regular			8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	72.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
Holiday Leave		8.0													0.0	8.0
Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0



### Approve for... (Act As)

Clicking the Approve for... link on the left navigation area displays the Approve For screen. This screen allows you can select another LAO and perform the following functions on his/her behalf:

- Approve Leave
- Approve Timecards
- Approve Tours
- Execute Reports

### Approve For screen

### Act as Alternate, "Approve For" screen



### Approve For an Alternate LAO

- Select the alternate from the dropdown list.
- Click OK.

***NOTE: The identification area displays the name of the person whom you are "Acting As".***

### Act as yourself

- Click Reset.



### Approve Tours

Clicking the Approve Tours link on the left navigation area displays the Approve Tours screen. This screen allows you to approve the Tour of Duty changes requested by the employees for whom you are responsible.

#### Approve Tours screen

ITAS Integrated Time and Attendance System

Approving Official  
**McKenna, Melissa R.**

- ▶ Approve Leave
- ▶ Approve Timecards
- ▶ Approve for...
- ▶ Approve Tours
- ▶ Designate Alternates

- ▶ Reports
- ▶ ITAS Messages

Change Role:  
 ▶ Employee

- ▶ About ITAS
- ▶ Help
- ▶ Close

## Approve Tours

Employee Name	Current Tour	Requested Change	Comments
<a href="#">Benes, Elaine</a>	Alternative Work Schedule 80.00	<a href="#">Compressed Work Schedule 80.00</a>	Need a change

---

**Instructions**

To Approve/Deny Tour change for an employee, click on the data displayed in the Requested Change Column to bring up Tour of Duty Screen. Click Approve or Deny button.

To go to Tour Screen, click on the data displayed in the columns.  
 Example: Click on "Regular Work Schedule 80 hours" in Requested Change column to go to Tour Screen.

[Back to top](#)

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Integrated Time and Attendance System  
 Division of Enterprise and Custom Applications  
 Center for Information Technology  
 National Institutes of Health  
 Department of Health and Human Services

[Accessibility](#)
[Plugins](#)

**Table 10 - LAO Approve Tours Screen Field Descriptions**

Label	Values / Actions	Description
Employee Name	Link to requested tour of duty.	Displays the requested tour of duty with a pending status.
Current Tour	Information Only	Displays employee's current tour of duty.
Requested Change	Link to requested tour of duty.	Displays the requested tour of duty with a pending status.
Comments	Information Only	Comments entered by employees concerning the tour of duty change request.
Reset	Button / Click	Ignores changes and redisplay the screen.





### Tour Of Duty screen

Approving Official  
McKenna, Melissa R.
Integrated Time and Attendance System

- ▶ Approve Leave
- ▶ Approve Timecards
- ▶ Approve for...
- ▶ Approve Tours
- ▶ Designate Alternates
- ▶ Reports
- ▶ ITAS Messages
- Change Role:
  - ▶ Employee
  - ▶ About ITAS
  - ▶ Help
  - ▶ Close

Tour Of Duty For: Benes, Elaine  
 STATUS: PENDING

Pay Period:   Use to review tour of duty for the selected pay period.

Tour Type: Compressed Work Schedule

Earn Credit Hours:

Term Type: Full-Time

Tour Hours: 80.0

Last Tour of Duty Change: 2012/3

Next Tour of Duty Change:

Changes in Future Tour of Duty: None

Special Pay Rate: None      Shift: REG - Regular

Sick Leave: 4

Annual Leave: 04

Distribution of Biweekly Basic Work Requirements

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Total
Meal Break	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regular		10.0	10.0	10.0	10.0				10.0	10.0	10.0	10.0			80.0
<b>Total Base</b>	0.0	10.0	10.0	10.0	10.0	0.0	0.0	0.0	10.0	10.0	10.0	10.0	0.0	0.0	80.0
OT Earned-ARSOT															0.0

Request Comments

Need a change

Comments

70



### Tour Of Duty Regular Hours Details screen

Approving Official  
**McKenna, Melissa R.**

**ITAS** Integrated Time and Attendance System

- ▶ Approve Leave
- ▶ Approve Timecards
- ▶ Approve for...
- ▶ Approve Tours
- ▶ Designate Alternates

- ▶ Reports
- ▶ ITAS Messages

Change Role:

- ▶ Employee

- ▶ About ITAS
- ▶ Help
- ▶ Close

Type: Regular    Pay Period: 2012/3    Pay Period Total: 80.0

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
<b>Day Total</b>	0.0	10.0	10.0	10.0	10.0	0.0	0.0	0.0	10.0	10.0	10.0	10.0	0.0	0.0
<b>Start</b>		07:30A	07:30A	07:30A	07:30A				07:30A	07:30A	07:30A	07:30A		
<b>Stop</b>		06:00P	06:00P	06:00P	06:00P				06:00P	06:00P	06:00P	06:00P		

Tour
Reset


**Table 11 - LAO Pending Tour Of Duty Change Screen Field Descriptions**

Label	Values / Actions	Description
Tour of Duty For	Information Only	Name of Employee
STATUS	Information Only	Status of the Tour Of Duty change request.
Pay Period	Select Pay Period	List of pay periods.
Select Button	Click	Displays tour information for the selected pay period.
Tour Type	Information Only	Displays the requested tour schedule.
Earn Credit Hours	Information Only	Checked if employee is able to earn Credit Hours.
Term Type	Information Only	Usually Full Time, Part Time, or Intermittent.
Tour Hours	Information Only	Displays the number of hours for the selected tour.
Last Tour of Duty Change	Information Only	Displays the pay period of the pending change.
Next Tour of Duty Change	Select	Displays the pay period to which the requested change will be applied.
Changes in Future Tour of Duty	Information Only	Displays the year and pay period of a future scheduled Tour change, if any.
Special Pay Rate	Information Only	Usually NONE, valid for certain Tour Types.
Shift	Information Only	Usually Regular, valid for certain Tour Types.
Sick Leave	Information Only	Displays the number of Sick Leave hours accrued per pay period.
Annual Leave	Information Only	Displays the number of Annual Leave hours accrued per pay period.
<b>Distribution of Biweekly Basic Work Requirements Table</b>		
Meal Break	Information Only	Indicates whether a meal break is required.
(Regular) zoom Button	Click	Shows the Hours Detail screen for the Regular Tour hours.
(Regular) Hours	Hours	Displays the number of hours for each type and day.
(OT Earned – ARSOT) Button	Click	Displays the Hours Detail screen for the OT Earned – ARSOT hours.
(OT – Earned ARSOT) Hours	Hours	Displays the number of hours for each type and day.
Request Comments	Information Only	Displays the comments entered by the employee
Comments (Required)	Text Area	Enterable field for comments concerning the approval or denial of tour change request.
Approve	Button / Click	Approves the requested tour change.
Deny	Button / Click	Denies the requested tour change.
Reset Button	Button / Click	Ignores pending changes and redispays the screen.

**NOTE: The type of hours displayed in the Distribution of Biweekly Basic Work Requirements Table is dependant upon the type of employee and tour of duty.**

### Approve / Deny Tour Of Duty Change Request

- Click the Employee Name or Requested Change links to display the Tour Of Duty screen
- Click the REG hours zoom button to view the hours details for the tour
- Click the Tour button to return to the Tour of Duty screen
- Enter Comments
- Click the Approve or Deny to process the request



### Designate Alternates

Clicking the Designate Alternates link on the left navigation area displays the Designate Alternates screen. This screen allows you can select another LAO and perform the following functions on your behalf:

- Approve Leave
- Manage Telework
- Approve Telework
- Approve Telework Tour
- Approve Timecards
- Approve Tours
- Execute Reports
- Receive email notifications concerning assigned employees

### Designate Alternates screen

Assign Alternate LAOs	Receive Email
<input checked="" type="checkbox"/> Amos, Janet	<input type="checkbox"/>
<input checked="" type="checkbox"/> Bond, James L	<input type="checkbox"/>
<input checked="" type="checkbox"/> Duchovny, David	<input checked="" type="checkbox"/>
<input type="checkbox"/> Anderson, Kathryn L	<input type="checkbox"/>
<input type="checkbox"/> Bane, Joseph	<input type="checkbox"/>
<input type="checkbox"/> Botsky, Ivans	<input type="checkbox"/>

### Designate another LAO as an Alternate

- Check the Assign box for the desired Alternate LAO.
- Check the Receive Email box for the designated LAO to receive email notifications.
- Click OK to save the selection or Reset to clear the check box.

**NOTE: Designated LAO must have valid email address in ITAS in order to receive email notifications.**



### Manage Telework

Clicking on the Manage Telework link on the left navigation displays the Manage Telework screen. This screen lists all assigned employees and information relating to an employee's telework eligibility.

#### Manage Telework Screen

Approving Official  
Sally L. Trainer
Integrated Time and Attendance System

- ▶ Approve Leave
- ▶ Approve Timecards
- ▶ Approve for...
- ▶ Approve Tours
- ▶ Designate Alternates
- ▶ **Manage Telework**
- ▶ Approve Telework
- ▶ Approve Telework Tour
- ▶ Manage Projects
- ▶ Manage Project Staff
- ▶ Manage Staff Sched.
- ▶ Request Staff
- ▶ Release Staff
- ▶ Allocate Employees
- ▶ Reports
- ▶ ITAS Messages
- Change Role:
  - ▶ Employee
  - ▶ Timekeeper
  - ▶ Admin Officer
  - ▶ ITAS Administration
- ▶ About ITAS
- ▶ Help
- ▶ Close

### Manage Telework

Employee	Telework Details	Status	Type	Start Date	Expiration Date	Termination Date
Aaberg, Amanda A	<a href="#">Telework Details</a>	Eligible for Ad hoc Telework	Ad hoc	01/01/2012	01/01/2013	N/A
Akeshire, William	<a href="#">Telework Details</a>	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/01/2012	01/01/2013	N/A
Amos, Janet	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
Anderson, Kathryn L	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
Any, Anne	<a href="#">Telework Details</a>	Eligible for Ad hoc Telework	Ad hoc	01/01/2012	01/01/2013	N/A
Arber, Lisa G	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
Armstrong, Jack	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
Armstrong, Louis	<a href="#">Telework Details</a>	Eligible for Regular Telework	Regular	01/01/2012	01/01/2013	N/A
Bacon, Kevin	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
Bailey, George	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
Baker, Josephine	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
Bane, Joseph	<a href="#">Telework Details</a>	Eligible for Regular Telework	Regular	01/01/2012	01/01/2013	N/A
Bassett, Angela	<a href="#">Telework Details</a>	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/01/2012	01/01/2013	N/A

**Table 12 - LAO Manage Telework Fields Descriptions**

Label	Values / Actions	Description
Employee Name	Information Only	Displays the assigned employees' names.
Telework Details	Button / Click	Brings LAO to details screen for adding / removing / changing telework privileges.
Status	Information Only	Displays the Eligibility of the employee's Telework Status.
Type	Information Only	Displays the Type of Telework the employee currently has.
Start Date	Information Only	Displays the date the employee received Telework eligibility.
Expiration Date	Information Only	Displays the date the employee's Telework Eligibility expires.
Termination Date	Information Only	Displays the date the employee's Telework eligibility was terminated.

### Manage Telework Details

By clicking on a Telework Details button next to an employee's name in the Manage Telework Screen, a LAO will be able to add, remove or update an employee's Telework Eligibility.



### Manage Telework Details Screen

Approving Official  
Sally I. Trainer

ITAS
Integrated Time and Attendance System

▶ Approve Leave  
 ▶ Approve Timecards  
 ▶ Approve for...  
 ▶ Approve Tours  
 ▶ Designate Alternates  
 ▶ Manage Telework  
 ▶ Approve Telework  
 ▶ Approve Telework Tour  
 ▶ Manage Projects  
 ▶ Manage Project Staff  
 ▶ Manage Staff Sched.  
 ▶ Request Staff  
 ▶ Release Staff  
 ▶ Allocate Employees  
 ▶ Reports  
 ▶ ITAS Messages  
 Change Role:  
 ▶ Employee  
 ▶ Timekeeper  
 ▶ Admin Officer  
 ▶ ITAS Administration  
 ▶ About ITAS  
 ▶ Help  
 ▶ Close
 

Employee: Bacon, Kevin

## Manage Telework Details

Current Status: Undetermined

Start Date     Expiration Date     Termination Date

Type

Status  \*

Termination Reason

Select all that apply:

Change in Conduct

Change in Duties

Change in Performance

Change in Conduct, Duties, and Performance

Employee Decision

**Table 13 - LAO Manage Telework Details Fields Descriptions**

Label	Values / Actions	Description
Start Date	Information Only	Displays the date the employee received Telework eligibility.
Expiration Date	Information Only	Displays the date the employee's Telework eligibility expires. If LAO inserts start date, but no Expiration Date, Expiration Date will default to one calendar year after start date.
Termination Date	Information Only	Displays the date the employee's Telework eligibility was terminated. Termination date can only be inserted if Status is set to Ineligible NOT based on Tenure (Ineligible Based on Conduct, Ineligible Based on Duties, Ineligible Based on Performance, Ineligible Based on Conduct, Duties, and Performance, Ineligible Based on Employee Decision) and the corresponding Termination Reason has been selected
Type	Information Only	Displays the Type of Telework privileges the employee has: Regular, Ad Hoc or Regular and Ad Hoc
Status	Information Only	Displays the Eligibility of the employee's Telework Status: Regular, Ad Hoc or Regular and Ad Hoc or Ineligible (for reason.) If Status = Ineligible Based on Tenure, no termination date is needed.



Label	Values / Actions	Description
Termination Reason	Information Only	Displays the reason that an employee's Telework eligibility was terminated. (If Termination Reason = Ineligible Based on Tenure, no termination date is needed.)
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redisplay the screen.

### Approve Telework

Clicking on the Approve Telework link on the left navigation displays the Approve Telework screen. This screen allows the LAO to Approve or Deny ad hoc Telework requests for the employees for whom they are responsible. The LAO can also view the Timecard for a specific employee.

**Table 14 - LAO Approve Telework Field Descriptions**

Label	Values / Actions	Description
Apr	Radio Button / Click	Click to Approve Telework Request.
Dny	Radio Button / Click	Click to Deny Telework Request.
Employee	Information Only	Name of employee requesting Telework.
Date(s)	Date	Date or date range of Telework requested.
Telework Location	Information Only	Location where Telework will be performed.
Plus / Minus	Button / Click	Expand or Compress displayed information.
Start Time	Time	Start time of Telework requested.
End Time	Time	End time of Telework requested.
Hours	Information Only	Total number of hours for Telework request.
Warnings	Warning Message	Message(s) concerning the Telework request.
Timecard	Link to Timecard	Display of the current Timecard for the selected employee.
Comments	Text Area	Enterable field for comments concerning Telework request.
Set All Approved	Button / Click	Selects all of the approved radio buttons for the displayed Telework requests.
Set All Denied	Button / Click	Selects all of the denied radio buttons for the displayed Telework requests.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redisplay the screen.

### Approve or Deny Telework Request

- Click the Approve (Apv) or Deny (Dny) radio button for the selected employee.



- Enter text in the Comments field if needed.
- Click OK.
- The Approve Telework screen is redisplayed and the checked item is removed.

**NOTE: Click the 'Set All Approved' or 'Set All Denied' button to process all of the requests at once.**

### Approve Telework Tour

Clicking the Approve Telework Tours link on the left navigation area displays the Approve Telework Tours screen. This screen allows you to approve the Tour of Duty changes that contain regular Telework days requested by the employees for whom you are responsible.

### Approve Telework Tours screen

Approving Official  
Sally I. Trainer

**ITAS** Integrated Time and Attendance System

**Approve Telework Tour Change Request**

Employee Name	Current Tour	Comments
<a href="#">Armstrong, Louis</a>	Regular Work Schedule 50.00	tw tod
<a href="#">Bassett, Angela</a>	Regular Work Schedule 80.00	tw tod
<a href="#">Benes, Elaine</a>	Alternative Work Schedule 80.00	TW Tour
<a href="#">Curtis, Tony</a>	Flexible Work Schedule 80.00	tw

---

**Instructions**

To Approve/Deny Telework Tour change for an employee, click on the data displayed in the Employee Name Column to bring up Tour of Duty Screen. Click Approve or Deny button.

▶ Approve Leave  
 ▶ Approve Timecards  
 ▶ Approve for...  
 ▶ Approve Tours  
 ▶ Designate Alternates  
 ▶ Manage Telework  
 ▶ Approve Telework  
 ▶ Approve Telework Tour  
 ▶ Manage Projects  
 ▶ Manage Project Staff  
 ▶ Manage Staff Sched.  
 ▶ Request Staff  
 ▶ Release Staff  
 ▶ Allocate Employees  
 ▶ Reports  
 ▶ ITAS Messages

**Table 15 - LAO Approve Telework Tour Change Request Screen Field Descriptions**

Label	Values / Actions	Description
Employee Name	Link to requested tour of duty.	Displays the requested tour of duty with a pending status.
Current Tour	Information Only	Displays employee's current tour of duty.
Comments	Information Only	Comments entered by employees concerning the tour of duty change request.

### Tour Of Duty screen





Approving Official  
Sally I. Trainer



- ▶ Approve Leave
- ▶ Approve Timecards
- ▶ Approve for...
- ▶ Approve Tours
- ▶ Designate Alternates

- ▶ Manage Telework
- ▶ Approve Telework
- ▶ Approve Telework Tour

- ▶ Manage Projects
- ▶ Manage Project Staff
- ▶ Manage Staff Sched.
- ▶ Request Staff
- ▶ Release Staff
- ▶ Allocate Employees

- ▶ Reports
- ▶ ITAS Messages

- Change Role:
- ▶ Employee
  - ▶ Timekeeper
  - ▶ Admin Officer
  - ▶ ITAS Administration

- ▶ About ITAS
- ▶ Help
- ▶ Close

Tour Of Duty For: Armstrong, Louis

STATUS PENDING

Pay Period

Use to review tour of duty for the selected pay period.

Tour Type Regular Work Schedule

Earn Credit Hours

Term Type Part-time

Tour Hours 50.0

Last Tour of Duty Change 2012/11

Next Tour of Duty Change \*

Changes in Future Tour of Duty None

Special Pay Rate None

Shift FWS - Shift 1 -- from 7:00 AM to 3:00 PM

Sick Leave 4

Annual Leave 04

Official Duty 9000 Rockville Pike, Bethesda, Station Maryland 20892 (MD-BC/NIH)

Telework Location Home

Distribution of Biweekly Basic Work Requirements

TW Refers to Telework Day

TW Refers to Telework Day

Type	Su	M	Tu	W	Th	F TW	Sa	Su	M	Tu	W	Th	F TW	Sa	Total
Shift		1	1	1	1	1			1	1	1	1	1		
Meal Break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regular		5.0	5.0	5.0	5.0	5.0			5.0	5.0	5.0	5.0	5.0		50.0
Total Base	0.0	5.0	5.0	5.0	5.0	5.0	0.0	0.0	5.0	5.0	5.0	5.0	5.0	0.0	50.0
OT Earned-ARSOT															0.0

Request Comments

tw tour of duty

Comments

\*

**Tour Of Duty Regular Hours Details screen w/ Telework**



Approving Official  
Sally I. Trainer



- ▶ Approve Leave
- ▶ Approve Timecards
- ▶ Approve for...
- ▶ Approve Tours
- ▶ Designate Alternates

- ▶ Manage Telework
- ▶ Approve Telework
- ▶ Approve Telework Tour

- ▶ Manage Projects
- ▶ Manage Project Staff
- ▶ Manage Staff Sched.
- ▶ Request Staff
- ▶ Release Staff
- ▶ Allocate Employees

- ▶ Reports
- ▶ ITAS Messages

Change Role:

- ▶ Employee
- ▶ Timekeeper
- ▶ Admin Officer
- ▶ ITAS Administration

- ▶ About ITAS
- ▶ Help
- ▶ Close

Type: Regular    Telework Type: Regular    Pay Period: 2012/11    Pay Period Total:

**TW Refers to Telework Day**

**TW Refers to Telework Day**

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	Tw	Sa
<b>Day Total</b>	0.0	5.0	5.0	5.0	5.0	5.0	0.0	0.0	5.0	5.0	5.0	5.0	5.0	0.0
<b>Telework</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Start</b>		07:00AM	07:00AM	07:00AM	07:00AM	07:00AM			07:00AM	07:00AM	07:00AM	07:00AM	07:00AM	
<b>Stop</b>		12:00PM	12:00PM	12:00PM	12:00PM	12:00PM			12:00PM	12:00PM	12:00PM	12:00PM	12:00PM	
<b>Telework</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Start</b>														
<b>Stop</b>														

More

Tour    Reset


**Table 16 - LAO Pending Telework Tour Of Duty Change Screen Field Descriptions**

Label	Values / Actions	Description
Tour of Duty For	Information Only	Name of Employee
STATUS	Information Only	Status of the Tour Of Duty change request.
Pay Period	Select Pay Period	List of pay periods.
Select Button	Click	Displays tour information for the selected pay period.
Tour Type	Information Only	Displays the requested tour schedule.
Earn Credit Hours	Information Only	Checked if employee is able to earn Credit Hours.
Term Type	Information Only	Usually Full Time, Part Time, or Intermittent.
Tour Hours	Information Only	Displays the number of hours for the selected tour.
Last Tour of Duty Change	Information Only	Displays the pay period of the pending change.
Next Tour of Duty Change	Select	Displays the pay period to which the requested change will be applied.
Changes in Future Tour of Duty	Information Only	Displays the year and pay period of a future scheduled Tour change, if any.
Special Pay Rate	Information Only	Usually NONE, valid for certain Tour Types.
Shift	Information Only	Usually Regular, valid for certain Tour Types.
Sick Leave	Information Only	Displays the number of Sick Leave hours accrued per pay period.
Annual Leave	Information Only	Displays the number of Annual Leave hours accrued per pay period.
Official Duty Station	Information Only	Official Duty Station location for non-Telework tour days.
Telework Location	Information Only	Location where Telework will be performed.
<b>Distribution of Biweekly Basic Work Requirements Table</b>		
Meal Break	Information Only	Indicates whether a meal break is required.
(Regular) zoom Button	Click	Shows the Hours Detail screen for the Regular Tour hours.
(Regular) Hours	Hours	Displays the number of hours for each type and day.
(OT Earned – ARSOT) Button	Click	Displays the Hours Detail screen for the OT Earned – ARSOT hours.
(OT – Earned ARSOT) Hours	Hours	Displays the number of hours for each type and day.
Request Comments	Information Only	Displays the comments entered by the employee
Comments (Required)	Text Area	Enterable field for comments concerning the approval or denial of tour change request.
Approve	Button / Click	Approves the requested tour change.
Deny	Button / Click	Denies the requested tour change.
Reset Button	Button / Click	Ignores pending changes and redisplay the screen.

**NOTE: The type of hours displayed in the Distribution of Biweekly Basic Work Requirements Table is dependant upon the type of employee and tour of duty.**

### Approve / Deny Telework Tour Of Duty Change Request

- Click the Employee Name link to display the Tour Of Duty screen
- Click the Regular hours zoom button to view the hours details for the tour
- Click the Tour button to return to the Tour of Duty screen
- Click the OT – Earned ARSOT hours zoom button to view the hours details for the tour



- Click the Tour button to return to the Tour of Duty screen
- Enter Comments
- Click the Approve or Deny to process the request

### Reports

Clicking the Reports link on the left navigation area displays the Reports screen.

#### Reports screen

Approving Official  
Melissa R. McKenna

ITAS Integrated Time and Attendance System

▶ Approve Leave  
▶ Approve Timecards  
▶ Approve for...  
▶ Approve Tours  
▶ Designate Alternates

▶ Reports  
▶ ITAS Messages

Change Role:  
▶ Employee

▶ About ITAS  
▶ Help  
▶ Close

### Reports

Report: ATLR Report

Parameters

From: 01/01/2012 To: 01/14/2012

Employee: All Employees

Pay Periods: 01/01/12-01/14/12 2012/2

OK Reset

Approving Official  
Melissa R. McKenna

ITAS Integrated Time and Attendance System

▶ Approve Leave  
▶ Approve Timecards  
▶ Approve for...  
▶ Approve Tours  
▶ Designate Alternates

▶ Reports  
▶ ITAS Messages

Change Role:  
▶ Employee

▶ About ITAS  
▶ Help  
▶ Close

### Reports

Report: ATLR Report

Parameters

From: To: 01/14/2012

Employee: Printable Timecard

Pay Periods: 01/01/12-01/14/12 2012/2

OK Reset

#### Request a report

- Select the desired report from the Reports dropdown list.
- Enter From and To Dates or select a Pay Period.
- Click OK to request the report or Reset to start over.

The requested report is displayed in a new browser window.



**NOTE: The required parameters for each report are displayed in the Instructions section of the screen.**

### Printable Timecard Report

#### Timecard for Morn, April 01/01/2012-01/14/2012 (2-2012)

SAC: HNA

Abbr: OD

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 06 PP: 2012/2

Annual Leave 230.0	Credit Hours 0.0	Credit Hours Lost 0.0	Sick Leave 1172.0	FFL Used 0.0
Restored AL 5.0	Comp Time 0.0	Projected Comp Time Lost 0.0	Adv Sick Leave 0.0	Donated YTD 15.0
Projected AL 166.0	Rel. Comp Time 0.0	Rel. Comp Time Charged 0.0	Use or Lose 156.0	VLTP Leave 0.0

Type	Su 01/01	M 01/02	Tu 01/03	W 01/04	Th 01/05	F 01/06	Sa 01/07	Su 01/08	M 01/09	M Tu 01/10	M W 01/11	Th 01/12	F 01/13	Sa 01/14	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
Regular			8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	72.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
Holiday Leave		8.0													0.0	8.0
<b>Total Base</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0



### Administrative Officer Actions

The following screens and functions are available to all employees and contractors when signed on under the Administrative Officer (AO) role. The same screens and functions are available when you are "Acting As" an alternate AO.

#### Dashboard

Clicking the Dashboard link on the left navigation area displays the Dashboard screen. This screen serves as an entry point to all of the screens that pertain to the employees and contractors for whom you are responsible. Each column displays the relevant information and is an active link to the screen associated with that information. The Dashboard also has buttons to generate selected reports.

#### AO Dashboard screen

The screenshot shows the AO Dashboard interface. At the top, it says 'Admin Officer Sally I. Trainer' and 'ITAS Integrated Time and Attendance System'. Below this is a 'Dashboard' title and a 'Pay Period' dropdown menu set to '04/22/12-05/05/12 2012/10'. There are search options for 'Personal' and radio buttons for 'Employees', 'Contractors', and 'All'. A table of employee data is displayed with columns: SSN, Personal, Timekeeper, Payroll, Tour of Duty, Lv. Cat., Access, Leave Balances, Timecards, Leave Requests, Telework Request, LTP: Donate, LTP Accounts, and Relationships. The table lists 14 employees with their respective details.

Table 17 - AO Dashboard Screen Field Descriptions

Label	Values	Description
Pay Period	Select Pay Period	Select the pay period you would work with.
Select	Click	Displays Dashboard information for the selected Pay Period.
Display non-NIH employees	Check Box	Displays non-NIH employees in the dashboard list
Search Column	Select Column Name	Select a column name to search.
For	Search value	Freeform text to find.
Employees Radio Button	Click	Filter which displays only Federal Employees
Contractors Radio Button	Click	Filter which displays only Non-Federal staff - Contractors
All Radio Button	Click	Displays entire dashboard list
GO Button	Click	Search the selected column for the value entered.
Show All	Link	Click to show all employees on one page.
<<First Page	Link	Click to show the first page of employees if multiple pages.
1, 2, ...	Link	Click to show a specific page of employees.
Last Page>>	Link	Click to show the last page of employees.
Last Page>>	Link	Click to show the last page of employees.
	Check Box	Select for reports at the bottom of the screen. <b>Not valid for Contractors.</b>
SSN	Last 4 digits of SSN or Badge ID	Click to go to the Personal screen.



Label	Values	Description
Personal	Name	Click name to go to the Personal screen.
Timekeeper	TK name for associated employee	Click name to go to the Personal screen. <b>Displays 'None' for Contractors.</b>
Payroll	SAC Code for employee	Click SAC Code to go to Payroll screen.
Tour of Duty	Number of regular tour hours	Click tour hours to go to Tour of Duty screen. <b>Not valid for Contractors.</b>
Lv.Cat.	Number of Annual Leave hours accrued per pay period	Click Lv.Cat. hours to go to Tour of Duty screen. <b>Not valid for Contractors.</b>
Access	ITAS access levels (roles) for the employee or contractor	Click Access to go to Options screen.
Leave Balances	Balances	Click to go to the Leave Balances screen. <b>Not valid for Contractors.</b>
Timecards	Shows timecard status for the selected pay period and associated employee	Click to go to Timecard (TC) screen. <b>Not valid for Contractors.</b>
Leave Requests	Shows whether leave has been requested and/or approved for the pay period	Click to go to the Leave Requests screen. <b>Not valid for Contractors.</b>
Telework Request	Shows whether ad hoc telework has been requested and/or approved for the pay period	Click to go to the Telework Request screen. <b>Not valid for Contractors.</b>
LTP:Donate	Shows if leave has been donated	Click to go to the LTP screen. <b>Not valid for Contractors.</b>
LTP:Accounts	Shows if an account has been set up	Click to go to the LTP screen. <b>Not valid for Contractors.</b>
Relationships	Displays Maintain if there is an existing relationship or N/A if not	Click to go to the relationships screen.
Print TC Button	Click	Shows the TC in a printable format.
Print Pre-DFAS PaySlip Regular Button	Click	Shows the regular Pre-DFAS PaySlip.
Print Pre-DFAS PaySlip Mini button	Click	Shows the Pre-DFAS PaySlip from Mini run.
Print ATR Report Button	Click	Shows the ATR Report.
Reset Button	Click	Standard function.

**Set the current pay period**

- Select the pay period from the dropdown.
- Click Select.
- The screen is refreshed with information from the selected pay period.

**Display non-NIH employee (LTP Donors/Recipients) in the Dashboard list**

- Check the box
- Click Go.
- The screen is refreshed with the non-NIH employees displayed.

**Search for a specific value in a column**

- Select the column name from the dropdown.
- Enter the value to search in the “For” text box.
- Click Go.
- The screen is refreshed with the page where the searched for data is found.

**Go to specific screens**

- Click on the value associated with the screen and employee (see table above).
- The requested screen is displayed.

**Generate reports**

- Select employees to report by clicking the check box next to their name(s).
- Click the button with the associated report at the bottom of the screen.
- The requested report is displayed in a new browser window.

**Clear selected employees**

- Click Reset.





### Personal

Accessing an employee or contractor's Personal information can be performed by one of the following actions:

- Clicking the employee's SSN in the SSN column of the Dashboard
- Clicking the employee's name in the Personal column of the Dashboard
- Clicking the Timekeeper's name in the Timekeeper column of the Dashboard
- Clicking the Personal tab after leaving the Dashboard

The Personal screen for the employee is used to change the employee's basic information that is stored in ITAS.

**Note that this information is not pay period specific.**

### AO Personal screen for Federal Employees

The screenshot displays the ITAS 'Personal' screen for an employee named Oscar Wilde. The interface includes a sidebar on the left with navigation options such as 'Act as Alternate', 'Dashboard', 'Reports', and 'Change Role'. The top header shows the ITAS logo and the system name. The main form area contains the following fields and options:

- Employee:** Wilde, Oscar
- Navigation Tabs:** Personal (selected), Payroll, Tour of Duty, Options, Timecard, Leave Requests, Telework Request, LTP
- SSN:** xxxxx0006
- LAN ID:** OWI40006
- Last Name:** Wilde \*
- First Name:** Oscar \*
- Initial:** [ ]
- Agency Code:** NIH \*
- SAC Code:** HNA \*
- Leave Approving Official:** Trainer, Sally I. \*
- Timekeeper:** Trainer, Sally I. \*
- Email Address:** [ ]
- FLSA Employee:**
- Buttons:** OK, Reset

### Change an employee's personal information

- From the dashboard, click a link in the appropriate column.
- Overtyping information or making a selection from one of the dropdown lists.
- Clicking OK to save changes or Reset to ignore.



### AO Personal screen for Contractors

<b>Admin Officer</b> Georgia Brown	<b>ITAS</b> Integrated Time and Attendance System
▶ Dashboard ▶ Reports ▶ New Employee ▶ New Contractor ▶ Organizations	<b>Contractor: Wonka, Willie C.</b> Personal Payroll Options Relationships
Change Role: ▶ Employee	Badge ID: 010101011 LAN ID: WW001011
▶ About ITAS ▶ Help ▶ Close	Last Name: <input type="text" value="Wonka"/> * First Name: <input type="text" value="Willie"/> * Initial: <input type="text" value="C"/>
	Agency Code: NIH
	SAC Code: <input type="text" value="HNA"/> *
	Email Address: <input type="text" value="workingforaliving@jobs.com"/> *
	<input type="button" value="OK"/> <input type="button" value="Reset"/>

Accessing a contractor's Personal information can be performed by one of the following actions:

- Clicking the contractor's Badge ID in the SSN column of the Dashboard
- Clicking the contractor's name in the Personal column of the Dashboard
- Clicking the Personal tab after leaving the Dashboard

**The Personal screen for the contractor is used to enter or alter the contractor's basic information that is stored in ITAS.**

**Note: Email Address is required for contractors and this information is not pay period specific.**



### Payroll

Clicking the value in the Payroll column of the Dashboard or clicking the Payroll tab, displays the Payroll screen for the selected employee and pay period. This screen is used to change the employee's information specific to pay and service dates. Individual field values are explained in the table below.

#### AO Payroll screen for Federal Employees

Admin Officer <b>Sally I. Trainer</b>	<b>ITAS</b> Integrated Time and Attendance System
▶ Dashboard ▶ Reports ▶ New Employee ▶ New Contractor ▶ Organizations	<b>Employee: Wilde, Oscar</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Personal</span> <span style="background-color: #4a69bd; color: white; padding: 2px 5px;">Payroll</span> <span>Tour of Duty</span> <span>Options</span> <span>Leave Balances</span> <span>Timecard</span> <span>Leave Requests</span> <span>Telework Request</span> <span>LTP</span> <span>Relationships</span> </div>
Change Role: ▶ Employee ▶ Approving Official ▶ Timekeeper ▶ ITAS Administration	Enter On Duty Date <input type="text" value="07/04/1999"/> * Service Computation Date <input type="text" value="07/04/1999"/> * Separation Date <input type="text"/> Status: Active SAC Code <input type="text" value="HNA"/> * Common Acct No. <input type="text" value="98321401"/> * Approving Official: Trainer, Sally Timekeeper: Trainer, Sally Pay Basis <input type="text" value="Annually"/> * Type <input type="text" value="General Schedule"/> * Pay Plan <input type="text" value="GS-General Schedule"/> * Type of Appointment <input type="text" value="Permanent"/> * Military Status <input type="text" value="None"/> * Remarks <input type="text"/> Special FMLA <input type="checkbox"/>
▶ About ITAS ▶ Help ▶ Close	<input type="button" value="OK"/> <input type="button" value="Reset"/>


**Table 18 - AO Payroll Screen Field Descriptions for Federal Employee**

Label	Values / Actions	Description
Enter On Duty Date	Valid date	The date on which a new federal employee completes the necessary paperwork and is sworn in as an employee.
Service Computation Date	Valid date	Service Computation Date
Separation Date	Valid date or blank	Date the employee was no longer employed at NIH.
Status	Display Only	Active or Separated
SAC Code	Select SAC Code	Standard Accounting Code
Common Acct No	Enter CAN Code	8 digit account number associated with the current fiscal year.
Approving Official	Display only	Assigned on Personal screen.
Timekeeper	Display only	Assigned on Personal screen.
Pay Basis	Select pay Basis	Checked against other pay and appointment fields.
Type	Select pay Type	Checked against other pay and appointment fields. Only certain combinations are valid.
Pay Plan	Select Pay Plan	Checked against other pay and appointment fields. Only certain combinations are valid.
Type of Appointment	Display only	Checked against other pay and appointment fields. Only certain combinations are valid.
Military Status	Select Military Status if applicable	Denotes if the EMP's military status.
Remarks	Select when separating	Standard remarks for separation reason.
Special FMLA	Check Box	Grants employee an additional 26 weeks of FMLA leave.
OK	Button / Click	To accept changes.
Reset	Button / Click	To ignore unapplied changes and re-display the current information.
Create Leave Balances Button	Button / Click	If shown, this will create a current Leave Balances record for the employee. If not shown it means the Leave Balances have already been created.

### Change an employee's payroll information

- On the dashboard, find the appropriate employee and click on their Payroll information to display the Payroll screen.
- Overtyping and/or make a selection from the dropdown lists.
- Click OK to save changes or Reset to ignore.

**NOTE: The Create Balances button is displayed only if all of the following conditions are true:**

- **Employee does not have balance records for the current pay period**
- **Employee is active**
- **Employee is not a Commission Corp Officer**



### AO Payroll screen for Contractors

Admin Officer  
Georgia Brown

**ITAS** Integrated Time and Attendance System

Contractor: **Wonka, Willie C.**

Personal Payroll Options Relationships

Enter On Duty Date  \* Service Computation Date  \* Separation Date

Status: Active

SAC Code  \*

Common Acct No.  \*

Remarks

**Table 19 - AO Payroll Screen Field Descriptions for Contractors**

Label	Values / Actions	Description
Enter On Duty Date	Valid date	The date on which the Contractor is added to ITAS.
Service Computation Date	Valid date	Service Computation Date
Separation Date	Valid date or blank	Date the contractor was no longer employed at NIH.
Status	Display Only	Active or Separated
SAC Code	Select SAC Code	Standard Accounting Code
Common Acct No	Enter CAN Code	8 digit account number associated with the current fiscal year.
Remarks	Select when separating	Standard remarks for separation reason.
OK	Button / Click	To accept changes.
Reset	Button / Click	To ignore unapplied changes and re-display the current information.

#### Change a contractor's payroll information

- On the dashboard, find the appropriate contractor and click on their Payroll information to display the Payroll screen.
- Overtyping and/or making a selection from the dropdown lists.
- Clicking OK to save changes or Reset to ignore.



### Tour of Duty

Accessing an employee's Tour of Duty information can be performed by one of the following actions:

- Clicking the value in the Tour of Duty column of the Dashboard
- Clicking the value in the Lv.Cat. column of the Dashboard
- Clicking the Tour of Duty tab after leaving the Dashboard

The Tour of Duty screen is displayed for the employee's and Pay Period. This screen is used to set up all information about the employee's current and future Tours of Duty.

### Tour of Duty screen

Admin Officer  
**Sally I. Trainer**
Integrated Time and Attendance System

---

Employee: **Washington, Denzel R.**

[Personal](#)
[Payroll](#)
[Tour of Duty](#)
[Options](#)
[Leave Balances](#)
[Timecard](#)
[Leave Requests](#)
[Telework Request](#)
[LTP](#)
[Relationships](#)

- ▶ Dashboard
- ▶ Reports
- ▶ New Employee
- ▶ New Contractor
- ▶ Organizations

Change Role:

- ▶ Employee
- ▶ Approving Official
- ▶ Timekeeper
- ▶ ITAS Administration

- ▶ About ITAS
- ▶ Help
- ▶ Close

Pay Period:   Use to review tour of duty for the selected pay period.

Tour Type: \*

Earn Credit Hours:

Term Type: \*

Tour Hours: \*

Last Tour of Duty Change: 1999/2

Next Tour of Duty Change: \*

Changes in Future Tour of Duty: None

Special Pay Rate: \* Shift: \*

Sick Leave:   4\*

Annual Leave:   4  6  8\*

Official Duty Station: 9000 Rockville Pike, Bethesda, Maryland 20892 (MD-BC/NIH)

Telework Location: \*

Distribution of Biweekly Basic Work Requirements

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Total
Meal Break	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0
<b>Total Base</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	80.0
OT Earned-ARSOT															0.0


**Table 20 - AO Tour of Duty Screen Field Descriptions**

Label	Values	Description
Pay Period	Select Pay Period	Select the pay period you would like to review the Tour.
Select Button	Click	Displays Tour information for the selected Pay Period.
Tour Type	Select Tour Type	This shows the valid Tour Types. Not all will be available for all employees.
GO Button	Click	Refreshes the screen with information based on the selected Tour Type. Note that if you don't click this after selecting a different tour, other entries in the screen may not be valid and may cause confusing errors.
Earn Credit Hours	Check	Check this box to request to be able to earn Credit Hours. Checked against Tour Type to see if Credit Hours can be earned.
Term Type	Select Term	Usually Full Time, Part Time, or Intermittent. Checked against the Tour Type to see if the combination is valid.
Tour Hours	Valid number	Shows the default number of hours for the selected Tour.
Last Tour of Duty Change	Display only	Shows the last year and pay period a Tour change was done or the current year and pay period the pending change is due.
Next Tour of Duty Change	Select	Shows the year and pay period the requested change will be applied.
Changes in Future Tour of Duty	Display only	Shows the year and pay period of a future scheduled Tour change, if any.
Special Pay Rate	Select	Usually NONE, valid for certain Tour Types.
Shift	Select	Usually Regular, valid for certain Tour Types.
Sick Leave	Click on 0 or 4	Shows the number of hours Sick Leave accrued per pay period.
Annual Leave	Click on 0, 4, 6, or 8	Shows the number of hours Annual Leave accrued per pay period.
Official Duty Station	Information Only	Official Duty Station location for non-Telework tour days.
Telework Location	Information Only	Location where Telework will be performed.
<b>Distribution of Biweekly Basic Work Requirements Table</b>		
Meal Break	Check Boxes	Indicates whether a meal break is required.
(Regular) Button	Click	Shows the Hours Detail screen for the Regular Tour hours.
(Regular) Hours	Hours	Enterable to show the number of hours for each type and day.
(OT Earned – ARSOT) Button	Click	Shows the Hours Detail screen for the OT Earned – ARSOT hours.
(OT – Earned ARSOT) Hours	Hours	Enterable to show the number of hours for each type and day.
OK	Button / Click	To accept changes.
Reset	Button / Click	To ignore unapplied changes and re-display the current information.
Create Timecard Button	Button / Click	Only displayed if there is no timecard (TC) for the selected employee and pay period. Click to



Label	Values	Description
		create the TC.

**NOTE: The type of hours displayed in the Distribution of Biweekly Basic Work Requirements Table is dependant on the type of employee and tour of duty.**

### Display Tour Information

- Navigate to the Tour of Duty screen.
- Select a Pay Period from the dropdown.
- Click Select.

The screen is refreshed with the Tour information as of the selected pay period.

### Change a Tour of Duty

- Display Tour Information for the effective pay period.
- Select the new Tour Type.
- Click GO to pre-fill the rest of the screen with information specific to the selected Tour Type.
- Select the pay period to change the tour from the Next Tour of Duty Change.
- Verify or select the Special Pay Rate.
- Verify or select the Shift.
- Verify or change the Meal Breaks.
- Click the (Regular) Button to show the Hours Detail (Regular) screen for hours and verify or change the hours. See the Hours Detail (Regular) screen section for specific instructions.
- Click the (OT Earned – ARSOT) Button to show the Hours Detail (Other) screen and verify or change those hours. See the Hours Detail (Other) screen section for specific instructions.
- Enter comments if needed.
- Click OK.

**NOTE: There are many rules and dependencies on the combinations of entries you can make on this screen. If the change is not accepted, please check the error message at the top of the page and make corrections as indicated.**

### Hours Detail screen




**Table 21 - AO Hours Detail Screen Field Descriptions**

Label	Values	Description
Type	Information Only	Displays the Type of hours for the Day, Start, and Stop times.
Pay Period	Information Only	Displays the pay period of the Tour.
Pay Period Total	Information Only	Displays the total number of hours for the Type and Pay Period.
Day Total	Information Only	Displays the total number of hours for the specific day, type, and pay period. <i>For Regular Hours only, this time does not include meal breaks.</i>
Telework	Check box	Sets the time as Regular Telework hours for the Tour of Duty.
Start	Time	Standard time entries that can be changed to account for the Day Total number of hours.
Stop	Time	Standard time entries that can be changed to account for the Day Total number of hours.
Shift	1, 2, or 3	Enter the shift number if applicable.
Telework	Check box	Sets the time as Regular Telework hours for the Tour of Duty.
More	Button / Click	If first two Start and Stop times for a given day are filled in this button will create another Start and Stop time.
Tour	Button / Click	Click to return to the main Tour Of Duty screen.
OK	Button / Click	To accept changes.
Reset	Button / Click	To ignore unapplied changes and re-display the current information.

**Change  
Tour  
Hours**

- Change the Start and or Stop times to show the actual anticipated times for each Tour day.
  - *The Stop minus the Start minus included meal breaks must equal the number of hours in the Day Total. In the above example there is a 30 minute meal break included in each day.*
- Click “More” if needed to show another row of Start and Stop times if needed to show non-consecutive hours.
- Enter the Shift if applicable
- Click OK.

**NOTE: The Create Timecard button is displayed only if all of the following conditions are true:**

- **Current pay period is selected**
- **Employee does not have a timecard**
- **Employee is active and not separated**
- **Employee is not Commission Corp Officer**



### Options

Clicking a value in the Access column of the Dashboard or clicking the Options tab, displays the Options screen for the desired federal employee or contractor. This screen is used to set the employee's access levels or available roles.

#### AO Options screen for Federal Employees

**Table 22 - AO Options Screen Field Descriptions for Federal Employees**

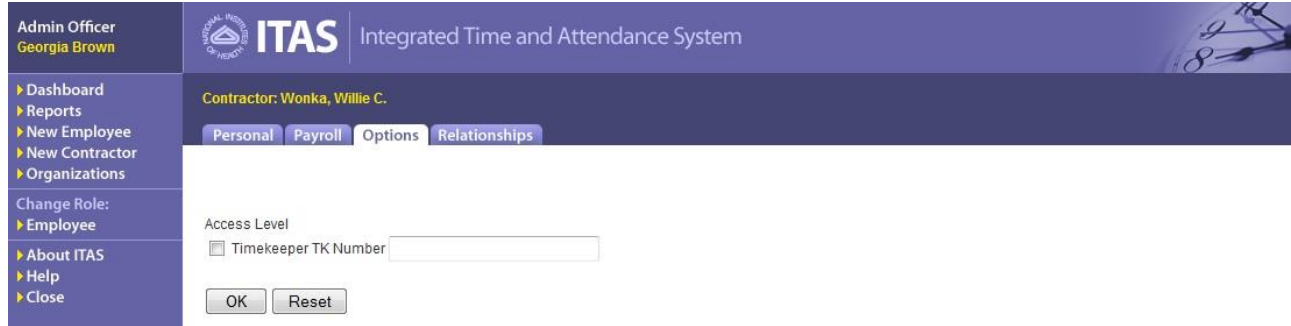
Label	Values	Description
Leave Approving Official	Check box	Check to set the employee as an LAO.
Timekeeper	Check box	Check to set the employee as a TK.
TK Number	Valid TK Number	Must be entered and valid five digit value to set as TK or cleared to remove TK privileges.
Administrative Officer	Check Box	Check to set employee as an AO.
ITAS Administration	Check Box – Read Only	Checked in read-only mode to display if employee has IA privileges.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redisplay the screen.

#### Change an employee's access level (role)

- Navigate to the Options screen.
- Check or uncheck boxes as necessary.
- Enter TK Number if setting employee as a TK.
- Click OK Reset to clear.

**NOTE: If removing the TK or LAO privilege, there can be no employees assigned to the selected TK or LAO.**

**AO Options screen for Contractors**



**Table 23 - AO Options Screen Field Descriptions for Contractors**

Label	Values	Description
Timekeeper	Check box	Check to set the contractor as a TK.
TK Number	Valid TK Number	Must be entered and valid five digit value to set as TK or cleared to remove TK privileges.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redisplay the screen.

**NOTE: If removing the TK privilege, there can be no federal employees assigned to the selected TK (contractors are not assigned to timekeepers).**



### Leave Balances

Clicking a value in the Leave Balances column of the Dashboard or clicking the Leave Balances tab, displays the initial Leave Balances screen for the employee. This is used to verify and/or adjust an employee's available leave.

#### Leave Balances screen, initial view

Admin Officer  
**Sally I. Trainer**

**ITAS** Integrated Time and Attendance System

Employee: Washington, Denzel R.

[Personal](#) [Payroll](#) [Tour of Duty](#) [Options](#) [Leave Balances](#) [Timecard](#) [Leave Requests](#) [Telework Request](#) [LTP](#) [Relationships](#)

Pay Period: 05/08/12-05/19/12 2012/11 Select

Leave Type	Prior Year	Earned/Granted	Used	Available						
Annual Leave	240.0	42.0	0.0	282.0	Donated	0.0	PT Carry Over	0.0	Annual	240.0
Sick Leave	1536.0	40.0	0.0	1472.0	PT Carry Over			0.0		
Advanced SL					Effective Date	Expiration Date	Delete Account			
New Account		0.0	0.0	0.0						
Non-Pay			0.0							

+ More

Leave Comments

\*

OK
Reset



### Leave Balances screen, expanded

Admin Officer  
Sally I. Trainer

Employee: **Washington, Denzel R.**

Personal Payroll Tour of Duty Options **Leave Balances** Timecard Leave Requests Telework Request LTP Relationships

Pay Period: 05/06/12-05/19/12 2012/11

Leave Type	Prior Year	Earned/Granted	Used	Available						
Annual Leave	240.0	42.0	0.0	282.0	Donated	0.0	PT Carry Over	0.0	Annual	240.0
Projected Annual Leave		62.0			Begin Balance			108.0		
Use/Lose Hours	104.0				Balance			104.0		
Sick Leave	1536.0	40.0	0.0	1472.0			PT Carry Over	0.0		
Advanced SL					Effective Date		Expiration Date	Delete Account		
New Account		0.0	0.0	0.0						
More										
Restored AL		0.0	0.0	0.0	Donated	0.0	Lost	2012/11	Total Available	0.0
Comp Time		0.0	0.0	0.0	Earned		Used	0.0	Converting	2013/11
Religious Comp Time		0.0	0.0	0.0	Earned		Used	0.0	Converting	2012/15
Comp Time for Travel (CTT)				0.0	Earned		Used	0.0	Losing	2013/11
Credit Hours		0.0	0.0	0.0	Lost			0.0		
FMLA		480.0	0.0	480.0	Effective Date		May 7 2012			
FMLA - Annual Leave				0.0						
FMLA - Sick Leave				0.0						
FMLA - LWOP				0.0						
Expanded FMLA (LWOP)		24.0	0.0	24.0						
Family Friendly Leave				0.0			104.0			
Military Funeral Leave				0.0	Year	2012	Total Used	0.0		
Mil.Leave				0.0	Year	2012				
Mil.Leave-Spec		0.0	0.0	0.0	Year	2012				
Mil.Leave-DC				0.0	Year	2012	Total Used	0.0		
Mil.Leave-Tech		0.0	0.0	0.0	Year	2012				
Excused Absence				0.0	Year	2012	Total Used	0.0		
Court Leave				0.0	Year	2012	Total Used	0.0		
Voting Leave				0.0	Year	2012	Total Used	0.0		
Bone Marrow Donor		56.0	0.0	56.0	Year	2012				
Organ Donor		240.0	0.0	240.0	Year	2012				
Preventive Health		4.0	0.0	4.0	Year	2012				
Time-Off Incentive				0.0	Year	2012				
Home Leave				0.0						
Continuation of Pay										
					Date of Injury	Returned to Work	Expires			
Injury:		0.0	0.0	0.0						
Furl.Lapsed Appr				0.0	Year	2012	Total Used	0.0		
Furlough-Sequestrian				0.0	Year	2012	Total Used	0.0		
Furlough-Other				0.0	Year	2012	Total Used	0.0		
Leave Without Pay				0.0			Used Last Yr	0.0		
Suspension				0.0			Used Last Yr	0.0		
AWOL				0.0			Used Last Yr	0.0		
VLTP					SL Accrual	0.0	AL Accrual	0.0	Balance	0.0
Non-Pay				0.0						

Leave Comments



### Verify leave balances

- Navigate to the Leave Balances screen.
- Click on the “+” button to show additional leave types if needed.

### Adjust leave balances

- Navigate to the Leave Balances screen.
- Click on the “+” button to show additional leave types if needed.
- Type over values or make selections from dropdown lists to change.
- Enter a comment - **required**.
- Click OK to save or Reset to clear.

### Timecard

Clicking the Timecard tab or the active link on the Dashboard displays the Timecard screen. This screen contains information about the current employee and pay period including leave balances, pay hours, and leave used. The information displayed is outlined in the table after the screen picture.

#### Timecard screen, initial view

Admin Officer  
**Sally I. Trainer**

**Employee: Washington, Denzel R.**

Personal Payroll Tour of Duty Options Leave Balances **Timecard** Leave Requests Telework Request LTP Relationships

Pay Period: 05/08/12-05/19/12 2012/11 [Select]

SSN: 000-00-0031 SAC: HNA Abbr: OD

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 04 PP: 2012/11

Annual Leave 282.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 1472.0 FFL Used 0.0

Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 Donated YTD 0.0

Projected AL 62.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 104.0 VLTP Leave 0.0

Type	Su 05/06	M 05/07	Tu 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12	Su 05/13	M 05/14	Tu 05/15	W 05/16	Th 05/17	F 05/18	Sa 05/19	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
+ Other																
<b>Total Base</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0
+ Other																

OK Reset



### Timecard screen, Leave Types expanded

Admin Officer  
**Sally I. Trainer**

**ITAS** Integrated Time and Attendance System

---

Employee: **Washington, Denzel R.**

Pay Period: 05/06/12-05/19/12 2012/11

SSN: 000-00-0031    SAC: HNA    Abbr: OD

---

Approved by:    Transmitted On:    Tour Hours: 80.0    Annual Leave Category: 04    PP: 2012/11

Annual Leave 282.0    Credit Hours 0.0    Credit Hours Lost 0.0    Sick Leave 1472.0    FFL Used 0.0

Restored AL 0.0    Comp Time 0.0    Projected Comp Time Lost 0.0    Adv Sick Leave 0.0    Donated YTD 0.0

Projected AL 82.0    Rel. Comp Time 0.0    Rel. Comp Time Charged 0.0    Use or Lose 104.0    VLTP Leave 0.0

Type	Su 05/06	M 05/07	Tu 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12	Su 05/13	M 05/14	Tu 05/15	W 05/16	Th 05/17	F 05/18	Sa 05/19	Supps	Total
<input type="checkbox"/> Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
<input type="checkbox"/> Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
<input type="checkbox"/> Annual Leave															0.0	0.0
<input type="checkbox"/> Sick Leave															0.0	0.0
<input type="checkbox"/> Other																
<input type="checkbox"/> Holiday Leave															0.0	0.0
<input type="checkbox"/> Excused Absence															0.0	0.0
<input type="checkbox"/> Furl.Lapsed Appr															0.0	0.0
<input type="checkbox"/> Furlough-Sequestrian															0.0	0.0
<input type="checkbox"/> Furlough-Other															0.0	0.0
<input type="checkbox"/> Leave Without Pay															0.0	0.0
<input type="checkbox"/> Suspension															0.0	0.0
<input type="checkbox"/> AWOL															0.0	0.0
<input type="checkbox"/> Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
<input type="checkbox"/> OT-Irregular Earned															0.0	0.0
<input type="checkbox"/> Holiday Pay															0.0	0.0
<input type="checkbox"/> Comp Time-Earned															0.0	0.0
<input type="checkbox"/> Other																

**NOTE: The type of hours and leave displayed on the timecard are dependant on the employee and tour of duty.**



### Timecard screen, Pay Types expanded

Admin Officer  
Sally L. Trainer
Employee: Washington, Denzel R.

Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests Telework Request LTP Relationships

Pay Period: 05/06/12-05/19/12 2012/11 Select

SSN: 000-00-0031    SAC: HNA    Abbr: OD

Approved by:    Transmitted On:    Tour Hours: 80.0    Annual Leave Category: 04    PP: 2012/11

Annual Leave 282.0    Credit Hours 0.0    Credit Hours Lost 0.0    Sick Leave 1472.0    FFL Used 0.0

Restored AL 0.0    Comp Time 0.0    Projected Comp Time Lost 0.0    Adv Sick Leave 0.0    Donated YTD 0.0

Projected AL 82.0    Rel. Comp Time 0.0    Rel. Comp Time Charged 0.0    Use or Lose 104.0    VLTP Leave 0.0

Type	Su 05/06	M 05/07	Tu 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12	Su 05/13	M 05/14	Tu 05/15	W 05/16	Th 05/17	F 05/18	Sa 05/19	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
+ Other																
<b>Total Base</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
- Other																
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0
Night Diff															0.0	0.0
Sun/Sat Diff															0.0	0.0
OT Earned-ARSOT															0.0	0.0
OT-Substitute Hours															0.0	0.0
OT-Suffer&Permit															0.0	0.0
OT-Travel Earned															0.0	0.0
OT-Training Earned															0.0	0.0
Rel Comp-Earned															0.0	0.0
Comp Time for Travel (CTT)-Earned															0.0	0.0
Call Back Earned															0.0	0.0

OK Reset

### Modify an employee's current hours

- Click on Timecard tab.
- Click on the day of the week in the appropriate hour type field.
- Enter hours in the field.
- Click OK to continue or reset to clear changes.

**NOTE: Certain types of leave/hours require start and end times, including a.m. or p.m. This is indicated by a gray button to the left of the hour Type. You may either click this button OR click OK to enter start and end times.**

- Check Telework in the Hours Detail if required. (If Telework is inserted into Timecard, must select Telework Location from Tour of Duty tab.)
- Enter start and stop times in the Hours Detail if required.
- Click OK to accept changes or Reset to clear.



**Modify the employee's previous Pay Period hours**

- Click on Timecard tab.
- Select the pay period from the dropdown and click Select.
- Modify hours as above.

***NOTE: A row in the supplement information at the bottom of the TC screen is created on both the current and the changed TC. On the changed TC it indicates that the existing TC has changed. On the current it indicates that a change was made to a prior pay period in the current pay period.***

**Remove a pending supplement**

- Click on Timecard tab.
- Select the pay period from the dropdown and click Select.
- Clear the pending changes.
- Click OK.

***NOTE: The pending supplement rows will be removed. If the supplement has already been applied, a supplement reversing the previous supplement is created.***



### Leave Requests

Clicking the value in the Leave Requests column on the Dashboard or clicking the Leave Requests tab after leaving the Dashboard, displays the Leave Request screen. Requests can be submitted for a past, current or a future pay period. Requests can be submitted for a partial day, a full day or for multiple days. Multiple types of leave may be requested for the same day. Individual LRs must be saved before proceeding to the next. An email is automatically sent to the employee's LAO each time an LR is submitted.

#### Leave Requests, initial view

Admin Officer  
Georgia Brown

**ITAS**
Integrated Time and Attendance System

Employee: Wilde, Oscar

Personal
Payroll
Tour of Duty
Options
Leave Balances
Timecard
Leave Requests
LTP
Relationships

- ▶ Dashboard
- ▶ Reports
- ▶ New Employee
- ▶ New Contractor
- ▶ Organizations
- Change Role:
- ▶ Employee
- ▶ About ITAS
- ▶ Help
- ▶ Close

Start Date  End Date

For partial day leave only,  
Select the Start Time and fill out the Hours or select the Start and End times.

Start Time  :  :   AM  PM

Hours  OR End Time  :  :   AM  PM [Calculate Hours](#)

#### New Request

Leave type	Balance	Hours	Remark
Annual Leave	240.0	<input type="text"/> 0.0	Projected: 108.0
Sick Leave	1452.0	<input type="text"/> 0.0	
Comp Time	0.0	<input type="text"/> 0.0	

Leave Comments

#### Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Sick Leave	4.0	02/02/2012	7:30AM	11:30AM	Pending	Testing
<input type="checkbox"/>	Annual Leave	4.0	02/02/2012	11:30AM	3:30PM	Approved	Testing



### Leave Requests, expanded view

Admin Officer  
Georgia Brown

**ITAS** Integrated Time and Attendance System

Employee: Wilde, Oscar

Personal
Payroll
Tour of Duty
Options
Leave Balances
Timecard
Leave Requests
LTP
Relationships

Start Date  End Date

For partial day leave only,  
Select the Start Time and fill out the Hours or select the Start and End times.

Start Time  :  :  AM  PM

Hours  OR End Time  :  :  AM  PM [Calculate Hours](#)

#### New Request

Leave type	Balance Hours		Remark
Annual Leave	240.0	0.0	Projected: 108.0
Sick Leave	1452.0	0.0	
Comp Time	0.0	0.0	
-			
Religious Comp Time		0.0	
Comp Time for Travel (CTT)	0.0	0.0	
FMLA Leave	480.0		
FMLA - Annual Leave		0.0	Birth of a child/care of a new <span style="font-size: 0.7em;">▼</span>
FMLA - Sick Leave		0.0	Birth of a child/care of a new <span style="font-size: 0.7em;">▼</span>
FMLA - LWOP		0.0	Birth of a child/care of a new <span style="font-size: 0.7em;">▼</span>
Expanded FMLA (LWOP)	24.0	0.0	Elder Care <span style="font-size: 0.7em;">▼</span>
Family Friendly Leave	104.0	0.0	Care of family member - chi <span style="font-size: 0.7em;">▼</span>
Military Funeral Leave		0.0	
Excused Absence		0.0	
Court Leave		0.0	Juror <span style="font-size: 0.7em;">▼</span>
Voting Leave		0.0	
Bone Marrow Donor	56.0	0.0	
Organ Donor	240.0	0.0	
Preventive Health	4.0	0.0	
Leave Without Pay		0.0	

Leave Comments

#### Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Sick Leave	4.0	02/02/2012	7:30AM	11:30AM	Pending	Testing
<input type="checkbox"/>	Annual Leave	4.0	02/02/2012	11:30AM	3:30PM	Approved	Testing

OK
Reset

**Full Day Request, Annual Leave (AL), Sick Leave (SL), Leave Without Pay (LWOP)**

- Fill in the Start and End Dates. Full day requests do not require a start and end time. The system will assign the time from the regular tour hours.
- Select Annual Leave, Sick Leave or Leave Without Pay.
- Enter a comment if needed.
- Click OK.

**Partial Day Request, AL, SL, LWOP**

- Fill in the Start Date.
- Select Annual Leave, Sick Leave or Leave Without Pay.
- Fill in the Start Time.
- Enter either the Number of Hours or the Stop Time. Click Calculate Hours to fill in the missing Number of Hours or Stop Time.
- Enter a comment if needed.
- Click OK.

**Requests, combined or other types**

- Click the [Other Types](#) link to show the Request Leave expanded view.
- Fill in requested dates and/or times as explained previously.
- Fill in the actual number of hours next to each selected leave type.
- Enter a comment if needed.
- Click OK.

**Delete existing requests**

- Scroll down to the Existing Leave Requests section.
- Click the check boxes next to the requests to delete.
- Click OK.



### Telework Request

Clicking the value in the Telework Request column on the Dashboard or clicking the Telework Request tab after leaving the Dashboard, displays the Telework Request screen. Requests can be submitted for a past, current or a future pay period. Requests can be submitted for a partial day, a full day or for multiple days. Individual Telework Requests must be completed before proceeding to the next. An email is automatically sent to the employee's LAO each time an Telework Request is submitted.

Admin Officer  
Sally I. Trainer
Integrated Time and Attendance System

---

Employee: Curtis, Tony

Personal
Payroll
Tour of Duty
Options
Leave Balances
Timecard
Leave Requests
Telework Request
LTP
Relationships

---

Change Role:  
 ▶ Employee  
 ▶ Approving Official  
 ▶ Timekeeper  
 ▶ ITAS Administration  
  
 ▶ About ITAS  
 ▶ Help  
 ▶ Close

A field with an asterisk (\*) before it is a required field.

\*Start Date:  End Date:

---

For partial day of telework day,  
Select the start time and enter the number of hours, or select the start and end times.

Start Time

Hour Minute

:  AM  PM

End Time

Number of Hours:

OR

Hour Minute

:  AM  PM  [Calculate Hours](#)

\*Telework Location

Telework Comments

**Existing Telework Requests**

Delete	Location	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Telework Center	8.0	04/27/2012			Approved	
<input type="checkbox"/>	Home	8.0	05/01/2012			Pending	

**Full Day Ad Hoc Telework Request**

- Fill in the Start and End Dates. Full day requests do not require a start and end time. The system will assign the time from the regular tour hours.
- Select Telework Location.
- Enter a comment if needed.
- Click OK.

**Partial Day Ad Hoc Telework Request**

- Fill in the Start Date.
- Fill in the Start Time.
- Select AM or PM.
- Enter either the Number of Hours or the Stop Time (AM or PM must be selected if Stop Time is selected).
- Click Calculate Hours to fill in the missing Number of Hours or Stop Time.
- Select Telework Location.
- Enter a comment if needed.
- Click OK.

**Remove Ad Hoc Telework Request(s)**

- Scroll down to the Existing Telework Requests section.
- Click the check boxes next to the telework request(s) to delete.
- (Click Reset if checked an incorrect request, then repeat first two steps)
- Click OK.

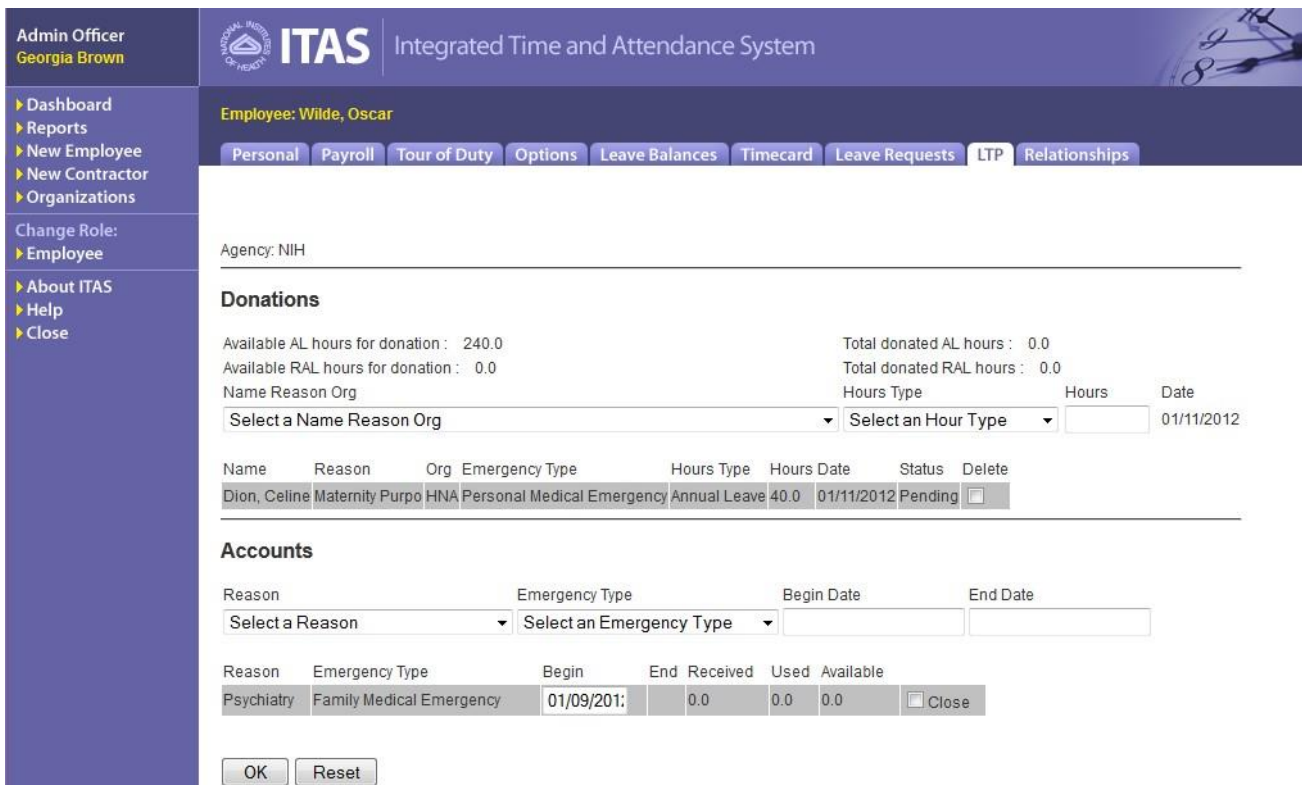
## LTP

Clicking the value in the LTP:Donate or the LTP Accounts columns on the Dashboard or clicking the LTP tab after leaving the Dashboard, displays the LTP Donations and Accounts screen. This screen allows you to donate some or all of your Annual or Restored Annual leave to a specific person. You can also check the status of any leave donated to you.

The Donations section of the screen displays the leave you have available to donate. The Name/Reason/Org dropdown contains the names and information of the people you can donate to. It also shows any donations made that have not yet been credited to the recipient's account.

The Accounts section of the screen displays information about any VLTP accounts that have been set up for you.

### LTP screen



The screenshot shows the ITAS interface for user Georgia Brown. The 'LTP' tab is selected. The 'Employee: Wilde, Oscar' is shown. The 'Donations' section displays available and total donated hours for AL and RAL. A table lists a donation by Dion, Celine for Maternity Purpose (HNA Personal Medical Emergency) for 40.0 hours on 01/11/2012, with a 'Pending' status and a delete checkbox. The 'Accounts' section shows a table with one account for Psychiatry (Family Medical Emergency) starting on 01/09/2011, with 0.0 hours received, used, and available. There are 'OK' and 'Reset' buttons at the bottom.

### Donate Leave

- Select the person to donate to in the Name/Reason/Org dropdown.
- Select the type of hours to donate in the Hours Type dropdown.
- Enter the number of Hours to donate. This must be less than or equal to your available hours.

**NOTE: Donated Hours must be in 1 hour increments.**

- Click OK.
- The new donation line is displayed on the Donate Leave screen.

### Delete a pending or unused donation

- Check the Delete box at the end of the donation line(s) to delete. You can only delete donations that have not been used by the recipient.
- Click OK.
- The Donate Leave screen is redisplayed without the donation line item.

**Set up an LTP Account**

- Select a Reason from the dropdown list.
- Select an Emergency Type from the dropdown list.
- Enter a valid date in the Begin Date field.

***NOTE: The End Date field will be populated when the LTP Account is closed.***

- Click OK.
- The Donate Leave screen is redisplayed with the account line item.

**Close an LTP Account**

- Check the Close box for the desired account.
- Click OK.

***NOTE: The End Date is populated and the account can be reopened.***

**Reopen an LTP Account**

- Check the Reopen box for the desired account.
- Click OK.





### Relationships

Clicking the value in the Relationships column on the Dashboard or clicking the Relationships tab after leaving the Dashboard, displays the Access Level screen. This screen allows you to set up relationships for a specific person that is dependant on their role.

Valid Relationships:

- LAO
  - Supervisor to Employee
  - Supervisor to Alt Supervisor
- TK
  - Timekeeper to Employee
  - Timekeeper to Alt Timekeeper

### LAO – Supervisor to Employee screen

Admin Officer  
Georgia Brown

ITAS
Integrated Time and Attendance System

Employee: McKenna, Melissa R.

Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests LTP Relationships

Access Level : LAO/EMP

Supervisor to Employee Go

Assign	Employees	Current LAO
<input checked="" type="checkbox"/>	Benes, Elaine	McKenna, Melissa R
<input checked="" type="checkbox"/>	Bocelli, Andrea	McKenna, Melissa R
<input checked="" type="checkbox"/>	Fitzgerald, Ella	McKenna, Melissa R
<input checked="" type="checkbox"/>	Jordan, Michael	McKenna, Melissa R
<input checked="" type="checkbox"/>	Morn, April	McKenna, Melissa R
<input checked="" type="checkbox"/>	Washington, Denzel R	McKenna, Melissa R
<input checked="" type="checkbox"/>	Wilde, Oscar	McKenna, Melissa R
<input type="checkbox"/>	Ward, Justice	Trainer, Sally I
<input type="checkbox"/>	Washington, George	Trainer, Sally I
<input type="checkbox"/>	Waugh, Evelyn	Trainer, Sally I
<input type="checkbox"/>	Wellington, Andrew	Trainer, Sally I
<input type="checkbox"/>	Wood, Natalie	Trainer, Sally I
<input type="checkbox"/>	Woolf, Virginia	Trainer, Sally I
<input type="checkbox"/>	Wu, Stephanie	Trainer, Sally I
<input type="checkbox"/>	Young, Stephen	Trainer, Sally I
<input type="checkbox"/>	Zapata, Chester	Trainer, Sally I

OK Reset



### LAO – Supervisor to Alt Supervisor screen

Admin Officer  
Georgia Brown

ITAS

Integrated Time and Attendance System

Employee: McKenna, Melissa R.

Personal
Payroll
Tour of Duty
Options
Leave Balances
Timecard
Leave Requests
LTP
Relationships

Access Level : LAO/EMP

Supervisor to Alt Superviso Go

Assign Alternate LAOs

<input checked="" type="checkbox"/>	Amos, Janet
<input checked="" type="checkbox"/>	Bond, James L
<input checked="" type="checkbox"/>	Duchovny, David
<input type="checkbox"/>	Everett, Rupert
<input type="checkbox"/>	Kelly, Gene
<input type="checkbox"/>	Kennedy, Ethel
<input type="checkbox"/>	Lobo, Rebecca
<input type="checkbox"/>	Lopez, Jennifer
<input type="checkbox"/>	Lopilato, Joseph
<input type="checkbox"/>	McCormick, John
<input type="checkbox"/>	McKenna, Melissa R
<input type="checkbox"/>	Nixon, Richard R
<input type="checkbox"/>	Pilcher, Rosamund
<input type="checkbox"/>	Puck, Wolfgang
<input type="checkbox"/>	Quinn, Jane
<input type="checkbox"/>	Reedey, Donna
<input type="checkbox"/>	Shirley, Ann
<input type="checkbox"/>	Sloane, Allan
<input type="checkbox"/>	Spencer, Diana
<input type="checkbox"/>	Taylor, Elizabeth
<input type="checkbox"/>	Thomas, Helen
<input type="checkbox"/>	Trainer, Sally I
<input type="checkbox"/>	Tucker, Sophie
<input type="checkbox"/>	Wood, Natalie
<input type="checkbox"/>	Wu, Stephanie
<input type="checkbox"/>	Young, Stephen
<input type="checkbox"/>	Zapata, Chester

OK
Reset



### Timekeeper – Timekeeper to Employee screen

Admin Officer  
Georgia Brown



- ▶ Dashboard
- ▶ Reports
- ▶ New Employee
- ▶ New Contractor
- ▶ Organizations

Change Role:  
Employee

- ▶ About ITAS
- ▶ Help
- ▶ Close

Employee: **Wilde, Oscar**

- Personal
- Payroll
- Tour of Duty
- Options
- Leave Balances
- Timecard
- Leave Requests
- LTP
- Relationships

Access Level : AO/TK/EMP

Timekeeper to Employee

Assign	Employees	Current Timekeeper
<input checked="" type="checkbox"/>	Chen, Joyce	Wilde, Oscar
<input checked="" type="checkbox"/>	Ellis, Eileen	Wilde, Oscar
<input checked="" type="checkbox"/>	Jordan, Vernon	Wilde, Oscar
<input type="checkbox"/>	Sriat, Megan	Kline, Patricia
<input type="checkbox"/>	Taylor, Elizabeth	Trainer, Sally I
<input type="checkbox"/>	Temple, Fusing	Trainer, Sally I
<input type="checkbox"/>	Test, Timothy	Keeper, Peter R
<input type="checkbox"/>	Thomas, Helen	Trainer, Sally I
<input type="checkbox"/>	Thompson, Lea	Bocelli, Andrea
<input type="checkbox"/>	Trainer, Sally I	Keeper, Peter R
<input type="checkbox"/>	Try, Theresa	Keeper, Peter R
<input type="checkbox"/>	Tucker, Sophie	Gabor, Eva
<input type="checkbox"/>	Vance, James	Trainer, Sally I
<input type="checkbox"/>	Ward, Clarissa	Keeper, Peter R
<input type="checkbox"/>	Ward, Justice	Haywood, Rita
<input type="checkbox"/>	Washington, Denzel R	Keeper, Peter R
<input type="checkbox"/>	Washington, George	Cornwell, Patricia
<input type="checkbox"/>	Waugh, Evelyn	Trainer, Sally I
<input type="checkbox"/>	Wellington, Andrew	Trainer, Sally I
<input type="checkbox"/>	Wood, Natalie	Howard, Leslie
<input type="checkbox"/>	Woolf, Virginia	Duff, Elissa
<input type="checkbox"/>	Wu, Stephanie	Trainer, Sally I
<input type="checkbox"/>	Young, Stephen	Trainer, Sally I
<input type="checkbox"/>	Zapata, Chester	Bocelli, Andrea



### Timekeeper – Timekeeper to Alt Timekeeper screen

Admin Officer  
Georgia Brown
ITAS
Integrated Time and Attendance System

Employee: Wilde, Oscar

Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests LTP Relationships

Access Level : AO/TK/EMP

Timekeeper to Alt Timekee Go

Assign Alternate Timekeepers

<input checked="" type="checkbox"/>	Cruise, Thomas
<input checked="" type="checkbox"/>	Washington, Denzel R
<input type="checkbox"/>	Armstrong, Jack
<input type="checkbox"/>	Bailey, George
<input type="checkbox"/>	Baker, Josephine
<input type="checkbox"/>	Bassett, Angela
<input type="checkbox"/>	Baxter, Richard
<input type="checkbox"/>	Bedford, Debra
<input type="checkbox"/>	Bocelli, Andrea
<input type="checkbox"/>	Bolles, Richard
<input type="checkbox"/>	Braxton, Monique R
<input type="checkbox"/>	Oxmoor, Aleene
<input type="checkbox"/>	Ricardo, Ricky
<input type="checkbox"/>	Ripken, Calvin
<input type="checkbox"/>	Ronstadt, Linda
<input type="checkbox"/>	Smith, Carol
<input type="checkbox"/>	Snipes, Wesley
<input type="checkbox"/>	Temple, Fusing
<input type="checkbox"/>	Trainer, Sally I
<input type="checkbox"/>	Vance, James
<input type="checkbox"/>	Ward, Justice
<input type="checkbox"/>	Washington, George
<input type="checkbox"/>	Wellington, Andrew

OK Reset


**Table 24 - AO Relationships Screen Field Descriptions**

Label	Values	Description
Access Level	Information Only	Displays the Role of the selected employee.
Dropdown List	Relationship Type	Lists the Relationships available for the selected employee depending on the Role.
Go	Button / Click	Displays a list of employees available for a Relationship for the selected employee.
Assign	Check Box	Check to set Relationships.
Employees	Information Only	List of employees available for a Relationship for the selected employee.
Current LAO Current Timekeeper	Information Only	Current LAO or Timekeeper of the listed employees.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redisplay the screen.

### Create Relationships

- Select a Relationship from the dropdown list.
- Click Go.
- Click the Assign box for the desired employee.
- Click OK.

***NOTE: If there is an existing relationship, it will continue until the next pay period.***

### Remove Relationships – Alternates Only

- Select a Relationship from the dropdown list.
- Click Go.
- Click the Assign box to remove the check for the desired employee.
- Click OK.

***NOTE: Supervisor to Employee and Timekeeper to Employee relationships cannot be removed. A new relationship must be created and the current relationship will exist until the next pay period.***



### Reports

Clicking the Reports link on the left navigation area displays the Reports screen.

### Report screen

### Request a report

- Select the desired report from the dropdown list.
- Enter the From and To Dates or select a Pay Period.
- Click OK to execute the report or Reset to start over.
- The requested report is displayed in another browser window.

**NOTE: The required parameters for each report are displayed in the Instructions section of the screen.**

### Printable Timecard Report

#### Timecard for Morn, April 01/01/2012-01/14/2012 (2-2012)

SSN: 777-44-0068      SAC: HNA      Abbr: OD

Approved by:      Transmitted On:      Tour Hours: 80.0      Annual Leave Category: 06      PP: 2012/2

Annual Leave 230.0      Credit Hours 0.0      Credit Hours Lost 0.0      Sick Leave 1172.0      FFL Used 0.0  
Restored AL 5.0      Comp Time 0.0      Projected Comp Time Lost 0.0      Adv Sick Leave 0.0      Donated YTD 15.0  
Projected AL 166.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose 156.0      VLTP Leave 0.0

Type	Su 01/01	M 01/02	Tu 01/03	W 01/04	Th 01/05	F 01/06	Sa 01/07	Su 01/08	M 01/09	M Tu 01/10	M W 01/11	Th 01/12	F 01/13	Sa 01/14	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
Regular			8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	72.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
Holiday Leave		8.0													0.0	8.0
Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0



### New Employee

Clicking on the New Employee link on the left navigation area displays the New Employee screen. This screen allows you to perform the following functions:

- Add a new federal employee
- Add multiple assignments to a federal employee - employee working for two or more organizations at NIH; used for consultants only at this time
- Un-separate a federal employee – “Add” federal employees who have previously been added to ITAS and then separated

### New Employee screen

**Admin Officer**  
Georgia Brown

**ITAS** Integrated Time and Attendance System

▶ Dashboard  
▶ Reports  
▶ New Employee  
▶ New Contractor  
▶ Organizations

Change Role:  
▶ Employee

▶ About ITAS  
▶ Help  
▶ Close

## New Employee

SSN \*

New  Multiple Appt.  Unseparate

---

**Instructions**

Enter the SSN and action to be checked. Click OK.

Required fields are marked with \*.  
OK validates the entered information and shows the next screen if no errors are found.  
Fields in error are marked with †. The error message at the top of the page refers to the first field in error.  
Click the left navigation area to go to different screens without completing the New action.

[Back to top](#)

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Integrated Time and Attendance System  
Division of Enterprise and Custom Applications  
Center for Information Technology  
National Institutes of Health  
Department of Health and Human Services

[Accessibility](#) [Plugins](#)

### Add New Employee

- Enter a valid 9 digit social security number for federal employees
- Click OK

The Personal screen is displayed, with tabs for the additions information needed for a new or existing employee. Please refer to the previous sections for more information concerning each screen.



### Personal screen and additional tabs for New Employee

Admin Officer  
Georgia Brown
Integrated Time and Attendance System

Employee:

Personal | Payroll | Tour of Duty | Options | Leave Balances | Timecard | Leave Requests | LTP | Relationships

SSN:  LAN ID:

Last Name \* First Name \* Initial

Agency Code \*

SAC Code \*

Leave Approving Official \*

Timekeeper \*

Email

Address

FLSA Employee

---

**Instructions**

Type over or change the selection of any field. Click OK or any navigation to validate changes and update the database.

Required fields are marked with \*.  
Reset ignores pending changes and re-displays the screen.  
OK validates the entered information and updates the database if no errors are found.  
Fields in error are marked with <sup>1</sup>. The error message at the top of the page refers to the first field in error.  
Click on tabs or left navigation area to go to different screens.

[Back to top](#)

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Integrated Time and Attendance System  
Division of Enterprise and Custom Applications  
Center for Information Technology  
National Institutes of Health  
Department of Health and Human Services

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### New Employee – Multiple Appointment(s)

Admin Officer Georgia Brown	 <b>ITAS</b> Integrated Time and Attendance System	
<ul style="list-style-type: none"> <li>▶ Dashboard</li> <li>▶ Reports</li> <li>▶ New Employee</li> <li>▶ New Contractor</li> <li>▶ Organizations</li> </ul>	<h2 style="margin: 0;">New Employee</h2>	
Change Role: ▶ Employee	SSN <input type="text" value="000000068"/> *	
<ul style="list-style-type: none"> <li>▶ About ITAS</li> <li>▶ Help</li> <li>▶ Close</li> </ul>	<input type="radio"/> New <input checked="" type="radio"/> Multiple Appt. <input type="radio"/> Unseparate	
<input type="button" value="OK"/>		
<p><b>Instructions</b></p> <p>Enter the SSN and action to be checked. Click OK.</p> <p>Required fields are marked with *.          OK validates the entered information and shows the next screen if no errors are found.          Fields in error are marked with †. The error message at the top of the page refers to the first field in error.          Click the left navigation area to go to different screens without completing the New action.</p> <p><a href="#">Back to top</a></p>		
<p style="font-size: small;">             Integrated Time and Attendance System              Division of Enterprise and Custom Applications              Center for Information Technology              National Institutes of Health              Department of Health and Human Services           </p> <p style="text-align: right; font-size: small;"> <a href="#">Accessibility</a> <a href="#">Plugins</a>    </p>		

### Add Multiple Appointment

- Click the Multiple Appt. radio button
- Enter a valid 9 digit social security number for federal employees
- Click OK



### New Employee – Unseparate

**Admin Officer**  
Georgia Brown

▶ Dashboard  
▶ Reports  
▶ New Employee  
▶ New Contractor  
▶ Organizations

Change Role:  
▶ Employee  
▶ About ITAS  
▶ Help  
▶ Close

**ITAS** Integrated Time and Attendance System

## New Employee

SSN  \*

New  Multiple Appt.  Unseparate

---

**Instructions**

Enter the SSN and action to be checked. Click OK.

Required fields are marked with \*.  
OK validates the entered information and shows the next screen if no errors are found.  
Fields in error are marked with †. The error message at the top of the page refers to the first field in error.  
Click the left navigation area to go to different screens without completing the New action.

[Back to top](#)

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Integrated Time and Attendance System  
Division of Enterprise and Custom Applications  
Center for Information Technology  
National Institutes of Health  
Department of Health and Human Services

[Accessibility](#) [Plugins](#)

### Unseparate an Employee

- Click the Unseparate radio button
- Enter a valid 9 digit social security number for a separated federal employees
- Click OK



### New Contractor

Clicking on the New Contractor (Non-Federal Employee) link on the left navigation area displays the New Contractor screen. This screen allows you to perform the following functions:

- Add a new contractor
- Un-separate a contractor – “Add” contractors who have previously been added to ITAS and then separated

### New Contractor screen

The screenshot shows the ITAS web interface. At the top, there is a header with the ITAS logo and the text 'Integrated Time and Attendance System'. Below the header is a navigation menu on the left side with the following items: Admin Officer Georgia Brown, Dashboard, Reports, New Employee, New Contractor, Organizations, Change Role: Employee, About ITAS, Help, and Close. The main content area is titled 'New Contractor' and contains a form with a 'Badge ID' field containing '171717171' and an asterisk. Below the field are two radio buttons: 'New' (selected) and 'Unseparate'. An 'OK' button is positioned below the radio buttons. Underneath the form is an 'Instructions' section with the following text: 'Enter the Badge ID and action to be checked. Click OK.', 'Required fields are marked with \*.', 'OK validates the entered information and shows the next screen if no errors are found.', 'Fields in error are marked with 1. The error message at the top of the page refers to the first field in error.', and 'Click the left navigation area to go to different screens without completing the New action.' A 'Back to top' link is provided. At the bottom of the page, there is a footer with the following text: 'Integrated Time and Attendance System', 'Division of Enterprise and Custom Applications', 'Center for Information Technology', 'National Institutes of Health', and 'Department of Health and Human Services'. There are also links for 'Accessibility' and 'Plugins', and logos for 'CIT' and the 'National Institutes of Health'.

### Add New Contractor

- Enter a valid 9 digit Badge ID (NIH badge number) the contractor
- Click OK



### New Contractor – Unseparate

Admin Officer  
Georgia Brown

ITAS Integrated Time and Attendance System

Dashboard  
Reports  
New Employee  
New Contractor  
Organizations

Change Role:  
Employee

About ITAS  
Help  
Close

## New Contractor

Badge ID \*

New  Unseparate

---

**Instructions**

Enter the Badge ID and action to be checked. Click OK.

Required fields are marked with \*.  
OK validates the entered information and shows the next screen if no errors are found.  
Fields in error are marked with !. The error message at the top of the page refers to the first field in error.  
Click the left navigation area to go to different screens without completing the New action.

[Back to top](#)

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Integrated Time and Attendance System  
Division of Enterprise and Custom Applications  
Center for Information Technology  
National Institutes of Health  
Department of Health and Human Services

[Accessibility](#) [Plugins](#)

### Unseparate a Contractor

- Click the Unseparate radio button
- Enter a valid 9 digit Badge ID for a separated contractor
- Click OK



### Organizations

Clicking the Organizations link on the left navigation area displays the Organization screen. This screen allows you to perform the following functions:

- Add a new organization
- Modify an existing organization
- Delete an existing organization

### Organizations screen

**Admin Officer**  
Georgia Brown

**ITAS** Integrated Time and Attendance System

### Organizations

Selected Organization: Code: HNA  
Common Account Number: 98321403

HNA

IC OD-Office of the Director  
Code HNA  
Abbr \*

Description \*

Common Account Number \*

Lunch duration 0.50

Minimum-Sign-in-time

Maximum-Sign-out-time

AM CORE Start Time

AM CORE End Time

PM CORE Start Time

PM CORE End Time

Allow Mass approval of Timecards  
 Allow Global posting of Leave

### Add a new organization

- Click New.
- Populate the required fields.
- Click OK to save or Reset to clear.

### Modify an existing organization

- Make a selection from the Organizations dropdown list.
- Click Go.
- Make the desired changes.
- Click OK to save or Reset to clear.

### Delete an existing organization

- Make a selection from the Organizations dropdown list.
- Click Go.
- Click Delete.
- On the Confirmation screen; click OK to proceed or Cancel to end delete process.

**NOTE: An Organization cannot be removed if there are employees assigned to it.**



### ITAS Administration Actions

The following screens and functions are available to all employees when signed on under the ITAS Administration role.

#### AO SAC Access

Clicking the AO SAC Access link on the left navigation area displays the AO SAC Access screen. This screen allows you to assign or un-assign an AO (Administrative Officer) to one or more SACs.

#### AO SAC Access screen

**Administrative Officers :**  
Bailey, George

Assign	SACs	Description
<input checked="" type="checkbox"/>	HNA	OFC DIR
<input type="checkbox"/>	HNA2	OFC DISEASE PREVENTION
<input type="checkbox"/>	HNA22	DIV DISEASE PREVENTION
<input type="checkbox"/>	HNA23	OFC MDCL APPLICATIONS RESCH
<input type="checkbox"/>	HNA25	OFC DIETARY SUPPLEMENTS
<input type="checkbox"/>	HNA26	OFC OF RARE DISEASES
<input type="checkbox"/>	HNA27	OFC FOR ALTERNATIVE MDICINE
<input type="checkbox"/>	HNA3	OFC EXTRAML RESCH
<input type="checkbox"/>	HNA32	OFC EXTRAML PRGMS
<input type="checkbox"/>	HNA325	DIV EXTRAML STF TRNG
<input type="checkbox"/>	HNA326	DIV EXTRAMS OUTREACH & INFO RESRCS
<input type="checkbox"/>	HNA33	OFC FOR PROTECTION FROM RESCH RISKS
<input type="checkbox"/>	HNAG	OFC RESCH ON WOMEN'S HLTH
<input type="checkbox"/>	HNAH	OFC BEHAVIORAL & SOCL SCNCS RESCH
<input type="checkbox"/>	HNAN	OFC PROGRAM COORDINATION
<input type="checkbox"/>	HNAP	OFC COMMUNITY LIAISON
<input type="checkbox"/>	HNAQ	OFC LEGSLTV POLCY & ANALS
<input type="checkbox"/>	HNAR	EXEC OFFICE

#### Assign SAC Access

- Make a selection from the Administrative Officers dropdown list.
- Click Go.
- Click the Assign box of the desired SAC or click Set All Assigned to check the boxes.
- Click the OK to save or Reset to clear.

#### Un-Assign SAC Access

- Make a selection from the Administrative Officers dropdown list.
- Click Go.
- Click the Assign box for the desired SAC or click Set All Unassigned to uncheck the boxes.
- Click OK to save or Reset to clear.



### Change SSN

Clicking the Change SSN link on the left navigation area displays the Change SSN screen. This screen allows you to correct a social security number that was entered into the system incorrectly

#### Change SSN screen

ITAS Administration Sally I. Trainer	<b style="font-size: 24px; margin-left: 10px;">ITAS</b> <span style="font-size: 18px; margin-left: 10px;">Integrated Time and Attendance System</span>
<ul style="list-style-type: none"> <li>▶ AO SAC Access</li> <li>▶ Change SSN</li> <li>▶ ITAS Messages</li> </ul> Change Role: <ul style="list-style-type: none"> <li>▶ Employee</li> <li>▶ Approving Official</li> <li>▶ Timekeeper</li> <li>▶ Admin Officer</li> </ul> <ul style="list-style-type: none"> <li>▶ About ITAS</li> <li>▶ Help</li> <li>▶ Close</li> </ul>	<h2 style="margin: 0;">Change SSN</h2> <p style="margin: 10px 0;">Incorrect SSN: <input type="text"/> * <input type="button" value="Go"/></p> <p style="margin: 10px 0;">Employee Information:</p> <p style="margin: 10px 0;">Correct SSN: <input type="text"/> *</p> <p style="margin: 10px 0;"> <input type="button" value="Ok"/> <input type="button" value="Reset"/> </p>

### Change SSN

- Enter the incorrect SSN.
- Click Go.
- Verify that the correct Employee Information is displayed.
- Enter the correct SSN.
- Click OK to save or Reset to clear.
- Verify the information on the confirmation screen and click OK.

#### Populated Change SSN screen

ITAS Administration Sally I. Trainer	<b style="font-size: 24px; margin-left: 10px;">ITAS</b> <span style="font-size: 18px; margin-left: 10px;">Integrated Time and Attendance System</span>
<ul style="list-style-type: none"> <li>▶ AO SAC Access</li> <li>▶ Change SSN</li> <li>▶ ITAS Messages</li> </ul> Change Role: <ul style="list-style-type: none"> <li>▶ Employee</li> <li>▶ Approving Official</li> <li>▶ Timekeeper</li> <li>▶ Admin Officer</li> </ul> <ul style="list-style-type: none"> <li>▶ About ITAS</li> <li>▶ Help</li> <li>▶ Close</li> </ul>	<h2 style="margin: 0;">Change SSN</h2> <p style="margin: 10px 0;">Incorrect SSN: <input type="text" value="444440006"/> * <input type="button" value="Go"/></p> <p style="margin: 10px 0;">Employee Information: Wilde, Oscar , OFC DIR (HNA ) </p> <p style="margin: 10px 0;">Correct SSN: <input type="text" value="111111189"/> *</p> <p style="margin: 10px 0;"> <input type="button" value="Ok"/> <input type="button" value="Reset"/> </p>



**ITAS**

Integrated Time and Attendance System



**Change SSN Confirmation screen**



**ITAS**

Integrated Time and Attendance System



You are about to change SSN of Wilde, Oscar (HNA ) from 444440006 to 111111189.  
Please be patient during the update process, it might take up to 3 minutes.

Press OK to accept changes or Cancel to reject changes.

OK

Cancel

Check here to automatically save without displaying confirmation for the duration of the session.





## Access ITAS via BlackBerry

- Use the BlackBerry 'Go To' functionality to access ITAS by entering the web address.
- Enter your ITAS Logon ID and Password.
- Click Submit.
- ITAS Messages screen is displayed with the following options:
  - Home
  - Request Leave
  - View Leave Requests
  - Approve Leave
  - Approve TC (Timecards)

***NOTE: The BlackBerry version of ITAS has a subset of the full ITAS functionality.***

### ***ITAS Functions via BlackBerry***

The following streamlined ITAS functions can be performed via BlackBerry:

- **LAO Only** – Approve/Deny Leave Requests (View Leave Details by clicking on the leave type link)
- **LAO Only** – Approve/Unapprove Timecards
- Request Leave (Annual and Sick Leave Only)
- View/Delete Leave Requests



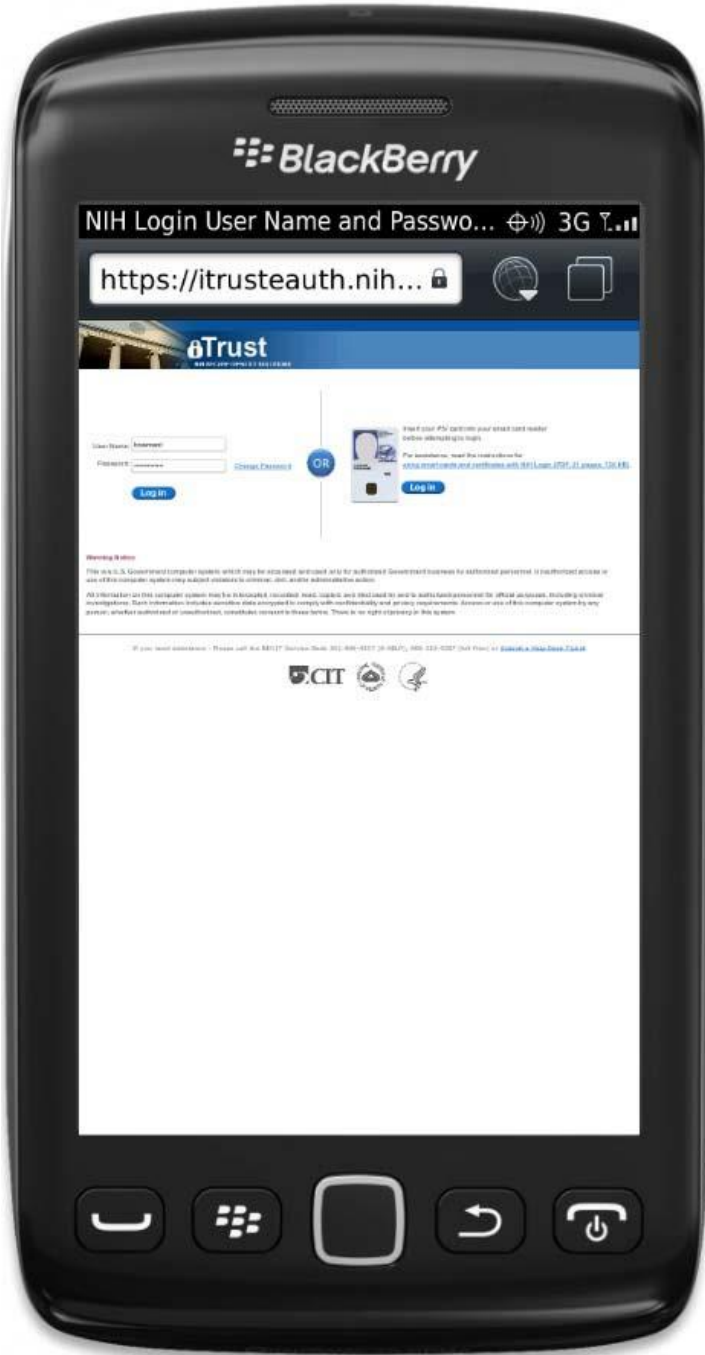
**Figure 1 - BlackBerry Go To screen**



**Enter ITAS web address**



**Figure 2 - NIH Login Screen**



**Enter NIH User Name and Password**  
**Click the Log In button**



Figure 3 - ITAS BlackBerry Messages screen





Figure 4 - Request Leave screen



**Enter leave request information / AL or SL Only**



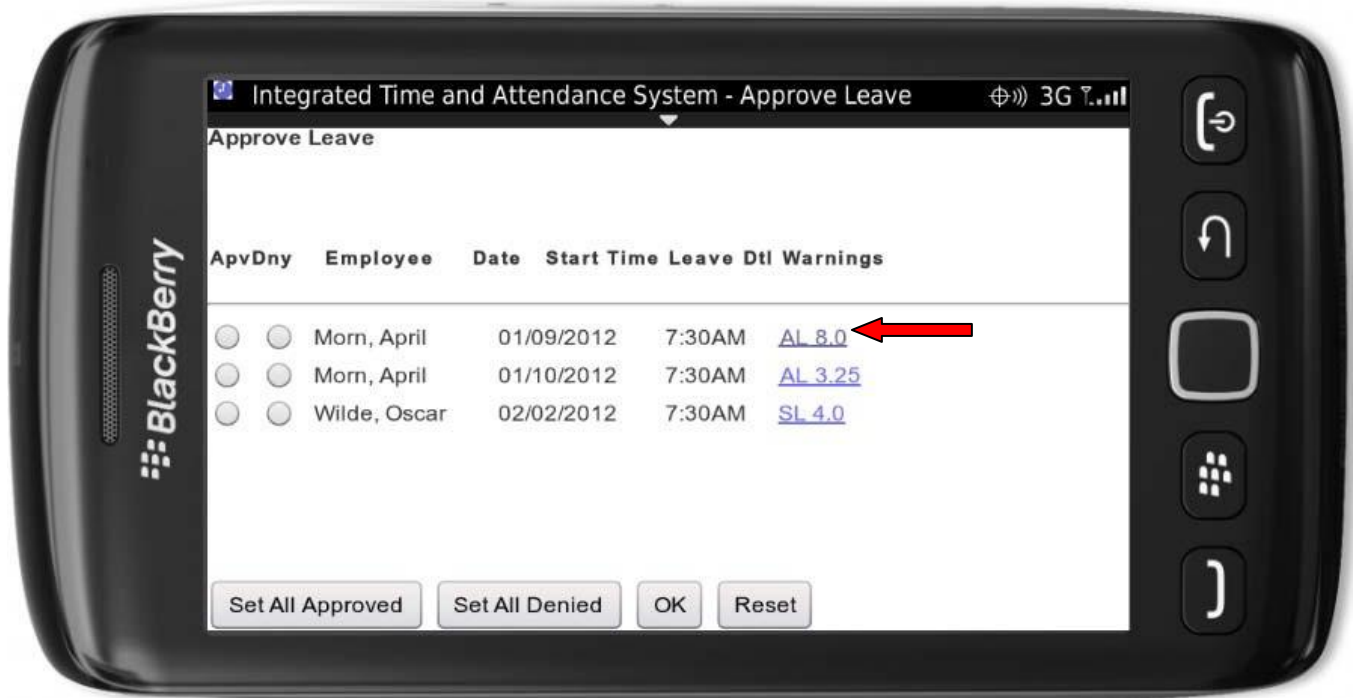
**Figure 5 - View Leave Request screen**

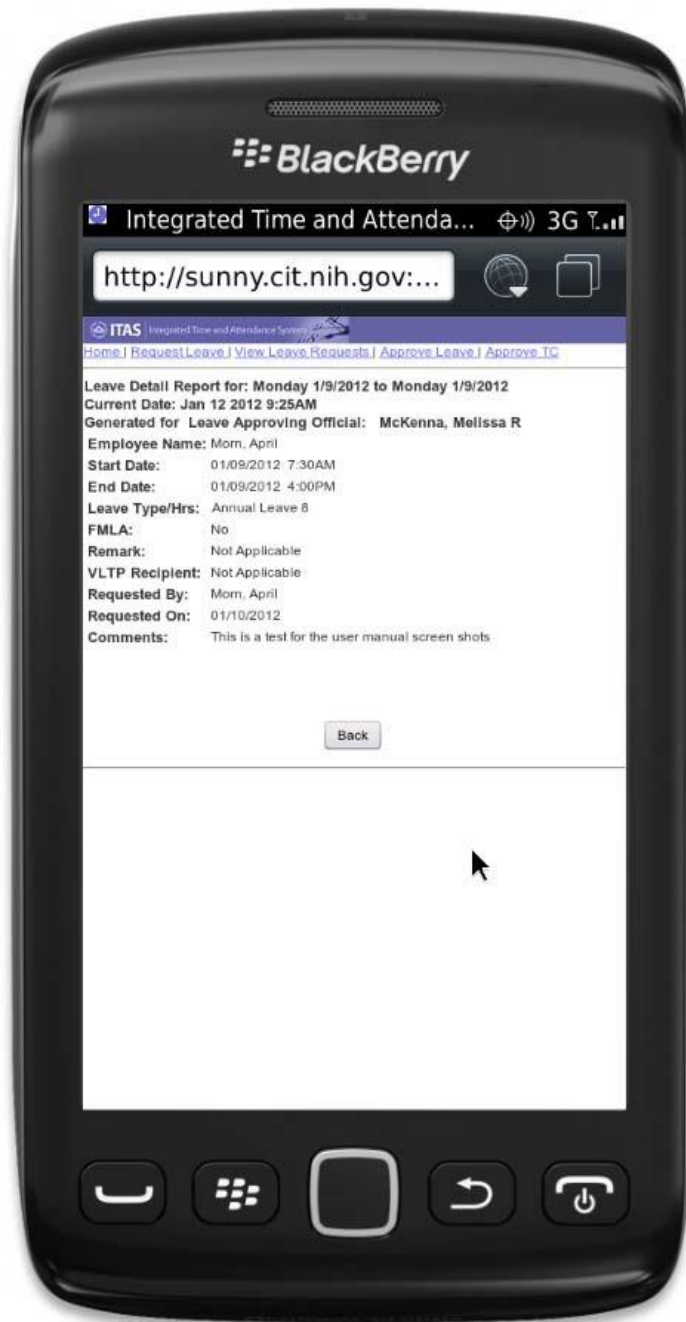


*View or Delete leave requests for current or future pay periods*



Figure 6 - Approve Leave screen - *LAO Only*

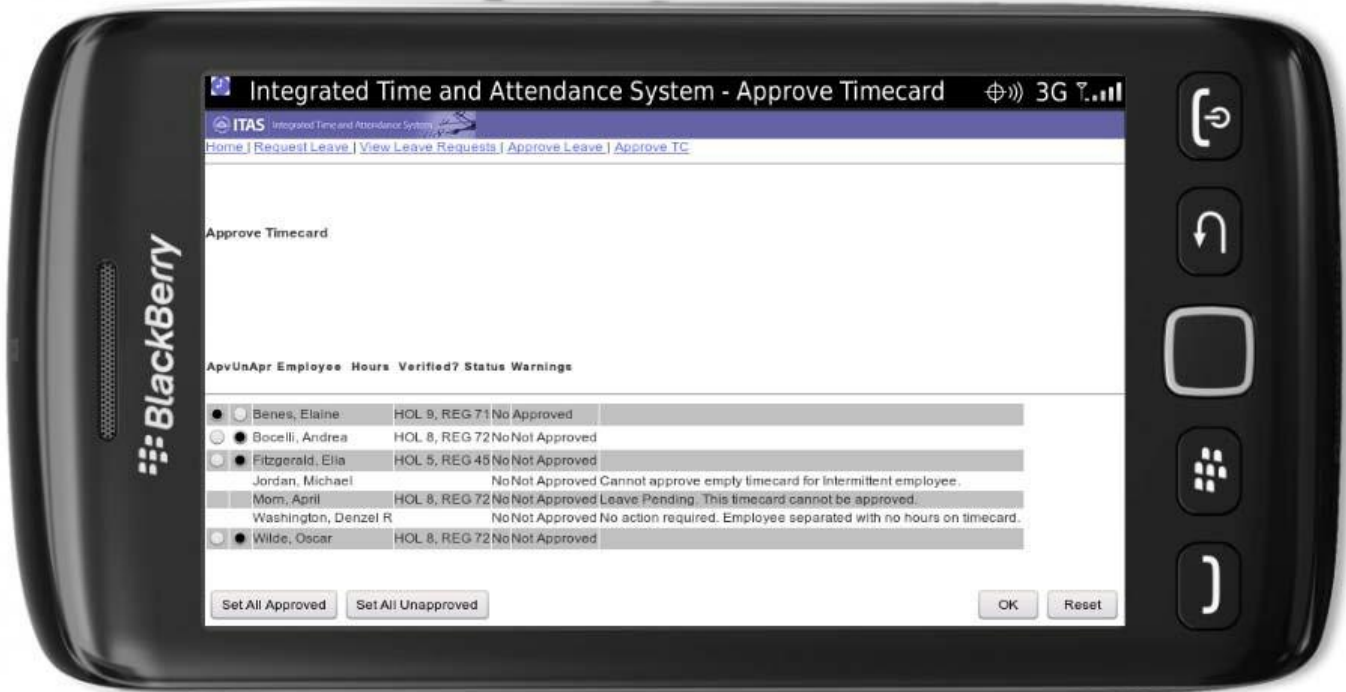


**Figure 7 - Leave Details screen – LAO Only**





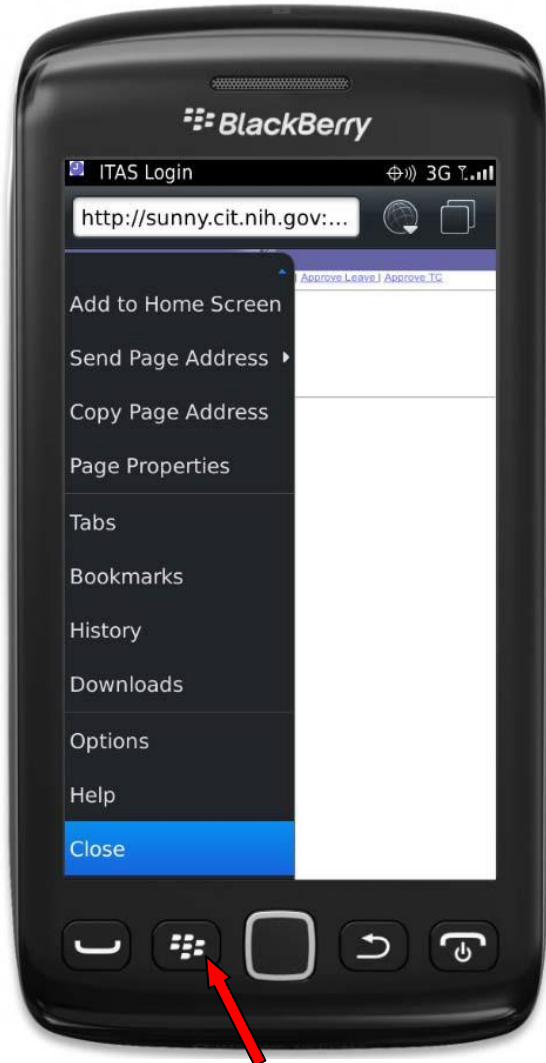
**Figure 8 - Approve Timecard screen – LAO Only**



**Approve or Unapprove employee timecards – LAO Only**



**Figure 9 - Close ITAS screen**



***To log out of ITAS in BlackBerry, press the BlackBerry button and select "Close" in the command list.***