

INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):



Approve Leave Approve Timecards

Approve for...

Approve Tours Designate Alternates

Manage Telework

Approve Telework Approve Telework To

ITAS Messages

Employee

Timekeeper

Admin Officer

ITAS Administration

AO OR TK CHANGING TIMECARD WITH DISABLED VETERAN **LEAVE**

Roles: Admin Officer and Timekeeper

LOGGING IN

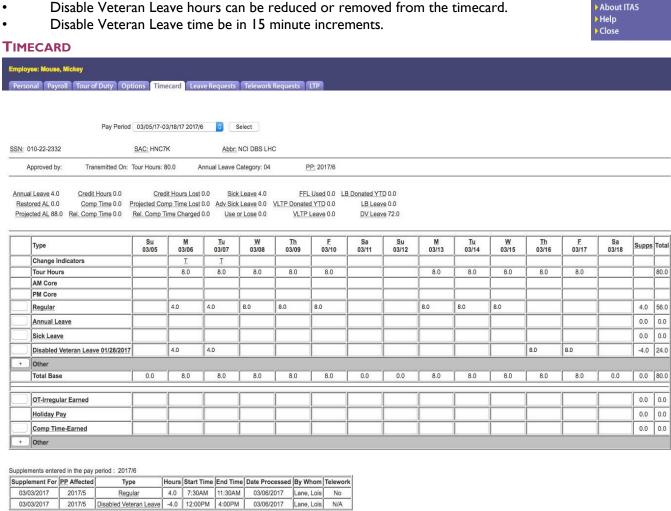
To log into the Integrated Time and Attendance system (ITAS) go to https://itas.nih.gov. Click the login button, use your PIV card and pin. If you are exempt from using your PIV card, click the non-PIV login page link. Once logged into ITAS, select the Timekeeper or Admin Officer role.

DISABLED VETERAN LEAVE ON TIMECARD

Clicking the value in the Timecard column on the Dashboard or clicking the Timecard tab in the employee's profile displays the Timecard screen. AO/TK can remove or reduce Disable Veteran Leave hours from current or past timecard.

The following rules apply:

- Disable Veteran Leave hours are not allowed to be added directly onto the timecard.
- Disable Veteran Leave hours can be reduced or removed from the timecard.



OK Reset

