

INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

AO OR TK REQUESTS DISABLED VETERAN LEAVE

Roles: Admin Officer and Timekeeper

LOGGING IN

To log into the Integrated Time and Attendance system (ITAS) go to <u>https://itas.nih.gov</u>. 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 REQUESTS

Clicking the value in the Leave Requests column on the Dashboard or clicking the Leave Requests tab in the employee's profile displays the Leave Request screen. Requests can be submitted for a past, future and current pay period but must be between Effective and Expiration dates. Requests can be submitted for a partial or full day or multiple days. The following rules apply:

- Leave may be requested for available amount of DVL hours.
- Leave may be requested within DVL effective and expiration date.
- Leave requires that leave time be in 15 minute increments.
- Leave may be requested for tour hours only.

LEAVE REQUEST

Click the + button to show the Leave Request expanded view.

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 tour hours.

- Enter the Hours next to 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 next to the Leave Type.
- Enter a comment if needed.
- Click OK.

Start Date End Date Cor partial day leave only. Eleventhe Start Time and fill out the Hours or select the Start and End times. Start Time Start Time Core Core Core Core Core Core Core Core Cor	partial day leave only,					
Barborner Barborner Start Time	partial day leave only,					
Start Time	ct the Start Time and fill out the Hours	or select the Sta	art and E	nd times.		
Nours OR End Time G O O Calculate Hours Leave type Balance Hours Remark Annual Leave 0.0 0.0 Projected: 98.0 Sick Leave 0.0 0.0 0.0 Comp Time 0.0 0.0 0.0 Disabled Veteran Leave 01/08/2017 104.0 0.0 Disabled Veteran Leave 01/08/2017 104.0 0.0 Comp Time 0.0 0.0 Disabled Veteran Leave 01/08/2017 104.0 0.0 Coust Leave 0.0 0.0 0.0 Organ Donor 56.0 0.0 0.0 Organ Donor 240.0 0.0 0.0 Deventive Heatth 4.0 0.0 0.0	t Time 📄 : 00 💿 🔿 AM 🔿	PM				
Revent bype Balance Hours Remark Annual Leave 0.0 0.0 Sick Leave 0.0 0.0 Comp Time 0.0 0.0 Comp Time 0.0 0.0 Religious Comp Time 0.0 0.0 Comp Time for Travel (CTT) 0.0 0.0 Disabled Veteran Leave 0.0 0.0 Family Friendy Leave 0.0 0.0 Court Leave 0.0 0.0 Excused Absence 0.0 0.0 Court Leave 0.0 0.0 Organ Donor 56.0 0.0 Organ Donor 240.0 0.0 Preverive Health 4.0 0.0	or End Time	00 0	OAM	PM Calculate Hours		
Lave type Balance Hours Remark Annual Leave 0.0 0.0 Projected: 96.0 Sick Leave 0.0 0.0 0.0 Comp Time 0.0 0.0 0.0 Comp Time for Travel (CTT) 0.0 0.0 0.0 Disabled Veteran Leave 0.0 0.0 0.0 Family Friendly Leave 0.0 0.0 0.0 Miltary Funeral Leave 0.0 0.0 0.0 Count Time for Travel (CTT) 0.0 0.0 0.0 Family Friendly Leave 0.0 0.0 0.0 Kusted Absence 0.0 Juror 0.0 Count Leave 0.0 Juror 0.0 Organ Donor 56.0 0.0 Iuro Devertive Health 4.0 0.0 Iuro	v Request					
Annual Leave 0.0 0.0 Projected; 98.0 Sick Leave 0.0 0.0 Comp Time 0.0 0.0 - - - Religious Comp Time 0.0 0.0 Comp Time for Travel (CTT) 0.0 0.0 Disabide Vetama Leave 01/08/2017 104.0 0.0 Family Friendry Leave 0.0 0.0 Miltary Funeral Leave 0.0 0.0 Courd Absence 0.0 0.0 Courd Leave 0.0 0.0 Voling Leave 0.0 0.0 Organ Donor 56.0 0.0 Preventive Heatth 4.0 0.0 Leave Without Pay 0.0 0.0	Leave type	Balance Hours		Remark		
Sikk Leave 0.0 0.0 Comp Time 0.0 0.0 Religious Comp Time 0.0 0.0 Comp Time for Travel (CTT) 0.0 0.0 Disabled Vetran Leave 01/08/2017 104.0 0.0 Family Findry Leave 0.0 0.0 Miltary Funeral Leave 0.0 0.0 Court Leave 0.0 0.0 Court Leave 0.0 Juror Bone Marrow Donor 56.0 0.0 Organ Donor 240.0 0.0 Preventive Heatth 4.0 0.0	Annual Leave	0.0	0.0	Projected: 96.0		
Comp Time 0.0 0.0 Religious Comp Time 0.0 0.0 Comp Time for Travel (CTT) 0.0 0.0 Disabled Vetran Leave 01/08/2017 104.0 0.0 Family Friendly Leave 0.0 0.0 Miltary Funeral Leave 0.0 0.0 Excused Absence 0.0 0.0 Court Leave 0.0 0.0 Voting Leave 0.0 0.0 Bone Marrow Donor 550 0.0 Organ Donor 240.0 0.0 Preventive Health 4.0 0.0	Sick Leave	0.0	0.0			
Religious Comp Time 0.0 Comp Time for Travel (CTT) 0.0 Disabled Veteran Leave 0.0 Family Friendly Leave 0.0 Court Leave 0.0 Court Leave 0.0 Court Leave 0.0 Court Leave 0.0 Juror 0 Bone Marrow Donor 56.0 Organ Donor 240.0 Preventive Health 4.0 Leave Without Pay 0.0	Comp Time	0.0	0.0			
Religious Comp Time 0.0 Comp Time for Travel (CTT) 0.0 0.0 Disable Vetama Leave 01/08/2017 104.0 Care of family member - child birth 0 Family Fiendry Leave 0.0 0.0 Care of family member - child birth 0 Millary Funeral Leave 0.0 0.0 Care of family member - child birth 0 Court Leave 0.0 Juror 0 0 Origin Donor 56.0 0.0 0 0 Preventive Health 4.0 0.0 0 0 0						
Comp Time for Travel (CTT) 0.0 0.0 Disabled Veteran Leave 01/08/2017 104.0 0.0 Family Finded Veteran Leave 0.0 0.0 Miltary Funeral Leave 0.0 0.0 Excused Absence 0.0 0.0 Court Leave 0.0 Jurer Voling Leave 0.0 Jurer Bone Marrow Donor 56.0 0.0 Organ Donor 240.0 0.0 Preventive Health 4.0 0.0	Religious Comp Time		0.0		2	
Disabled Veteran Leave 01/08/2017 104.0 0.0 Care of family member - child birth D Miltary Funeral Leave 0.0 0.0 Care of family member - child birth D Miltary Funeral Leave 0.0 0.0 Care of family member - child birth D Court Leave 0.0 0.0 Juror D Court Leave 0.0 Juror D Bone Marrow Donor 55.0 0.0 D Preventive Health 4.0 0.0 D Leave Without Pay 0.0 D D	Comp Time for Travel (CTT)	0.0	0.0			
Family Friendy Leave 0.0 0.0 Care of family member - child birth Miltary Funeral Leave 0.0 Excused Absence 0.0 Court Leave 0.0 Voting Leave 0.0 Bone Marrow Donor 560 Organ Donor 240.0 Preventive Health 4.0 Leave Without Pay 0.0	Disabled Veteran Leave 01/08/2017	104.0	0.0			
Mitary Funeral Lave 0.0 Excused Absence 0.0 Court Leave 0.0 Voting Leave 0.0 Bone Marrow Donor 56.0 Organ Donor 240.0 Preventive Health 4.0 Leave Without Pay 0.0	Family Friendly Leave	0.0	0.0	Care of family member - child birth	0	
Excused Absence 0.0 Court Leave 0.0 Voling 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	Military Funeral Leave		0.0			
Court Leave 0.0 Juror Voling Leave 0.0 Bone Marrow Donor 26.0 Organ Donor 26.0 Preventive Health 4.0 Leave Without Pay 0.0	Excused Absence		0.0			
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 0.0	Court Leave		0.0	Juror	۵	
Bone Marrow Donor 56.0 0.0 Organ Donor 240.0 0.0 Preventive Health 4.0 0.0 Leave Without Pay 0.0	Voting Leave		0.0			
Organ Donor 240.0 0.0 Preventive Health 4.0 0.0 Leave Without Pay 0.0	Bone Marrow Donor	56.0	0.0			
Preventive Health 4.0 0.0 Leave Without Pay 0.0	Organ Donor	240.0	0.0			
Leave Without Pay 0.0	Preventive Health	4.0	0.0			
	Leave Without Pay		0.0			



Approve Leave Approve Timecards Approve for... Approve Tours Designate Alternates Manage Telework Approve Telework Approve Telework Tou Reports ITAS Messages Emp Timekeeper Admin Officer ITAS Administration About ITAS Help Close

CANCEL EXISTING REQUESTS

- I. Scroll down to the Existing Requests section.
- Check the Delete box(es) next to the requests.
 Click the OK button.

reisonal rayron	I Iour of	Duty Opt	tions Time	card Lea	ive Requ	ests T	elework Re	equests	LTP
Start Date	End Da	ate							
			-				100		
	10								
for partial day leave	only, and fill out the	he Hours or s	coloct the Star	t and End ti	mae				
electure Start mile	and in out a		select the Star		mea.				
Start Time 🚺 😒	: 00 💿 🤇		1						
4 <u>0</u>									
lours	OR End T	Time 🛛 😒	: 00 💿 (M Calc	ulate Hou	Irs		
lew Request									
Leave type	Balance Ho	ours	Remark						
Leave type Annual Leave	Balance Ho	ours 0.0	Remark Projected: 96.0						
Leave type Annual Leave Sick Leave	Balance Ho e 0.0 0.0	0.0 0.0	Remark Projected: 96.0						
Leave type Annual Leave Sick Leave Comp Time	Balance Ho 0.0 0.0 0.0	0.0 0.0 0.0	Remark Projected: 96.0						
Leave type Annual Leave Sick Leave Comp Time	Balance Ho 0.0 0.0 0.0	0.0 0.0 0.0	Remark Projected: 96.0						
Leave type Annual Leave Sick Leave Comp Time	Balance Ho 0.0 0.0 0.0	0.0 0.0 0.0	Remark Projected: 96.0						
Leave type Annual Leave Sick Leave Comp Time + .eave Comments	Balance Ho 0.0 0.0 0.0	0.0 0.0 0.0	Remark Projected: 96.0						
Leave type Annual Leave Sick Leave Comp Time + .eave Comments	Balance Ho 0.0 0.0 0.0	0.0 0.0 0.0	Remark Projected: 96.0						
Leave type Annual Leave Sick Leave Comp Time + .eave Comments	Balance Ho 0.0 0.0 0.0	0.0 0.0 0.0	Remark Projected: 96.0						
Leave type Annual Leave Sick Leave Comp Time + Leave Comments	Balance Ho	0.0 0.0 0.0	Remark Projected: 96.0						
Leave type Annual Leave Sick Leave Comp Time + Leave Comments	Balance Ho 0.0 0.0 0.0 Sts	0.0 0.0 0.0	Remark Projected: 96.0						
Leave type Annual Leave Sick Leave Comp Time + .eave Comments Existing Reques	Balance Ho 0.0 0.0 0.0 Sts	0.0 0.0 0.0	Remark Projected: 96.0	StartTime	EndTires	Status	Commercia		
Leave type Annual Leave Sick Leave Comp Time + .eave Comments Existing Reques Delete Leave Type Disabled Vete	Balance Ho 0.0 0.0 0.0 Sts	Ho 1/08/2017 8 f	Remark Projected: 96.0	StartTime 7 7:30AM	EndTime 4:00PM	Status	Comments		
Leave type Annual Leave Sick Leave Comp Time + .eave Comments Existing Reques Delete Leave Type Disabled Vete Disabled Vete Disabled Vete	Balance Ho 0.0 0.0 0.0 Sts ran Leave 01 ran Leave 01	Ho 1/08/2017 8.0	Remark Projected: 96.0	StartTime 7 7:30AM 7 7:30AM	EndTime 4:00PM 4:00PM	Status Pending Pending	Comments		