



# 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.



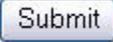
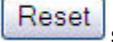
## Common Features

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
- LBCM, Leave Bank Case Manager
- 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 zeroes for single digit months and days may be omitted.
- Times must be entered as HH:MM AM/PM. Leading zeroes 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 zeroes can be left off.
- Text fields can normally be any combination of letters, digits and special characters.

## Screen Layout

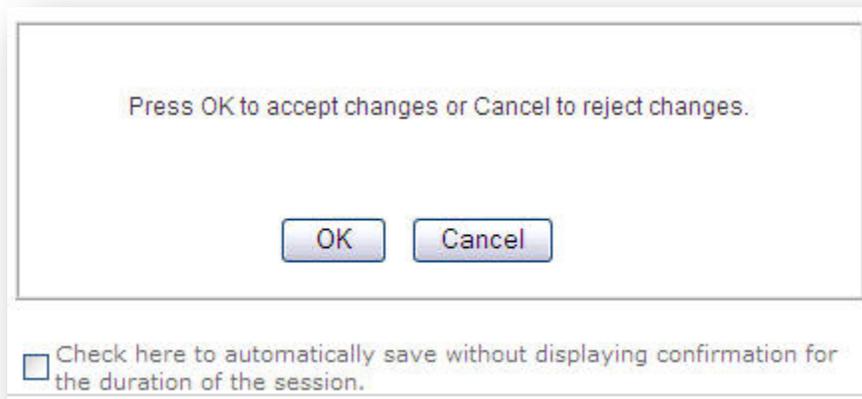
All the ITAS screens are laid out as diagrammed below. Each section contains similar information as outlined.

The screenshot shows the 'Request Leave' interface. A vertical navigation menu on the left lists options like 'Request Leave', 'Request Telework', 'Verify Timecard', 'Sign In', 'Sign Out', 'Donate to VLTP', 'Donate to Leave Bank', 'Leave Bank Membership', 'Personal', 'Tour of Duty', 'Reports', 'myPay', 'ITAS Messages', 'About ITAS', 'Help', and 'Close'. The main content area is titled 'Request Leave' and includes a 'Title' callout pointing to the page header. Below the title, there are fields for 'Start' and 'End Date', a 'Leave Type' section with radio buttons for 'Annual Leave', 'Sick Leave', and 'Leave Without Pay', and a link for 'Other Types'. A 'Body' callout points to the main content area. Below this is a 'Leave Comments' text area. An 'Existing Leave Requests' table is shown with columns for 'Cancel', 'Leave Type', 'Hours', 'Date', 'StartTime', 'EndTime', 'Status', and 'Comments'. The table contains two rows: 'Bone Marrow Donor' and 'Organ Donor', both with 5.0 hours and a status of 'Pending'. Below the table are 'OK' and 'Reset' buttons. A 'Help' callout points to an 'Instructions' section with three sub-sections: 'To create a full day request', 'To create a partial day request', and 'To delete existing leave request'. An 'Accessibility and Plugins' callout points to the bottom of the page, which contains the NIH logo, 'National Institutes of Health', and 'Center for Information Technology'.

- 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.
- The Accessibility link provides information for those would like additional help accessing or understanding information on a CIT web page. The Plug-Ins link provides Plug-Ins that may be required for this site.

### **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.

OK Cancel

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 Portal.

#### NIH Login screen

**Trust**  
NIH SECURE IDENTITY SOLUTIONS

User Name:

Password:  [Change Password](#)

**OR**

Insert your PIV card into your smart card reader before attempting to login.

For assistance, read the instructions for [using smart cards and certificates with NIH Login \(PDF, 21 pages, 726 KB\)](#).

**Log in**

**Log in**

**Warning Notice**

This is a U.S. Government computer system, which may be accessed and used only for authorized 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.

If you need assistance - Please call the NIH IT Service Desk call 301-496-4357 (local), 866-319-4357 (toll-free), or 301-496-8294 (TTY). or [Submit NIH IT Service Desk Ticket](#)



**The NIH Administrative Hub is displayed**

**NIH** National Institutes of Health  
Turning Discovery Into Health

Administrative Hub  
OSS - One Stop Shop  
Version 2.0

HOME TRAVEL

What are you looking for on this page?

**OPM Status**  
Federal Government Operating Status in the Washington, DC, Area  
Operating Status: **Open**  
Click here for more information

**NIH Administrative Systems**  
nSIGHT HR  
Telework Online  
POTS  
SOFie

**Acquisition Resources**  
NIH  
o BPA Program  
o NIH Stock Catalog  
o NIH Object Codes  
o NIH Supply Center  
o NIH Acquisition Offices (COACs)  
o Purchase Card Program  
[Show more](#)

**Budget And Financial Resources**  
OFM SharePoint  
eRA Intranet - Budget Financial Management Community

**Emergency Preparedness And Continuity Of Operations**  
NIH Dismissal and Closure Procedures  
COOP and Emergency Tier Designation Resources  
Alert NIH  
Division of Emergency Preparedness and Coordination  
OPM Alert Mobile App

**Human Resources**  
IntraHR  
Office of Human Resources  
**HR Systems and Reporting Tools**

**Click the ITAS link under Human Resources**

**NIH Administrative Systems**  
nSIGHT HR  
Telework Online  
POTS  
SOFie

**NIH Business System (NBS)**  
NBS Home  
NBS Acquisition  
NBS Budget/Finance  
NBS Travel  
NBS Personal Property  
NBS Supply  
NBS Management Center  
[Show more](#)

**nVision Resources**  
nVision Home  
Launch Reports  
User Registration  
Registration Search Tool  
Helpful Lookups

**Budget And Financial Resources**  
OFM SharePoint  
eRA Intranet - Budget Financial Management Community  
NBS Budget/Finance page  
GAO's Principles of Federal Appropriations Law, Volumes I-III  
OMB Circular A-11  
**Reporting Tools**  
o nVision Financials Community Page (IDAP-BF)  
[Show more](#)

**Facilities Resources**  
Building and Facility Managers  
**Maintenance**  
o ORF Central Call-In Desk  
o Maintenance and Service Request  
**Utilities**  
o Submit a Utility Shutdown Request  
o Check Status of Shutdown Requests  
[Show more](#)

**Human Resources**  
IntraHR  
Office of Human Resources  
**HR Systems and Reporting Tools**  
o CAPHR (EHRP)  
o EBIS  
o e-HARTS  
o eOPF  
o HHS Learning Portal (LMS)  
o HR Classification and Recruitment Document System (HR CARDS)  
o HR Systems Support (HRSS)  
o HR Systems Support (HRSS) Online Ticket Form  
o iAM@HHS (Identity & Access Management System)  
o **ITAS** ←  
o ITAS Overview  
o My Pay  
o nSIGHT HR  
o IDAP HR - nVision Human Resources Community Page  
o SMARTHR  
o Workflow Information Tracking System (WITS)



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.

[Back to top](#)

**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.

[Back to top](#)

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

National Institutes of Health

Center for Information Technology



## 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  
Duck, Donald

NIH ITAS Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- ▶ 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 23.0
Release Date:	2013-09-13 15:36:06.657
Server Name:	DECAITASSQL
Database Name:	usermanualdb
Build Information:	\$Revision: 11289 \$ \$Date: 2013-09-30 09:42:58 -0400 (Mon, 30 Sep 2013) \$

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](#)

NIH National Institutes of Health

NIH Center for Information Technology



## Help

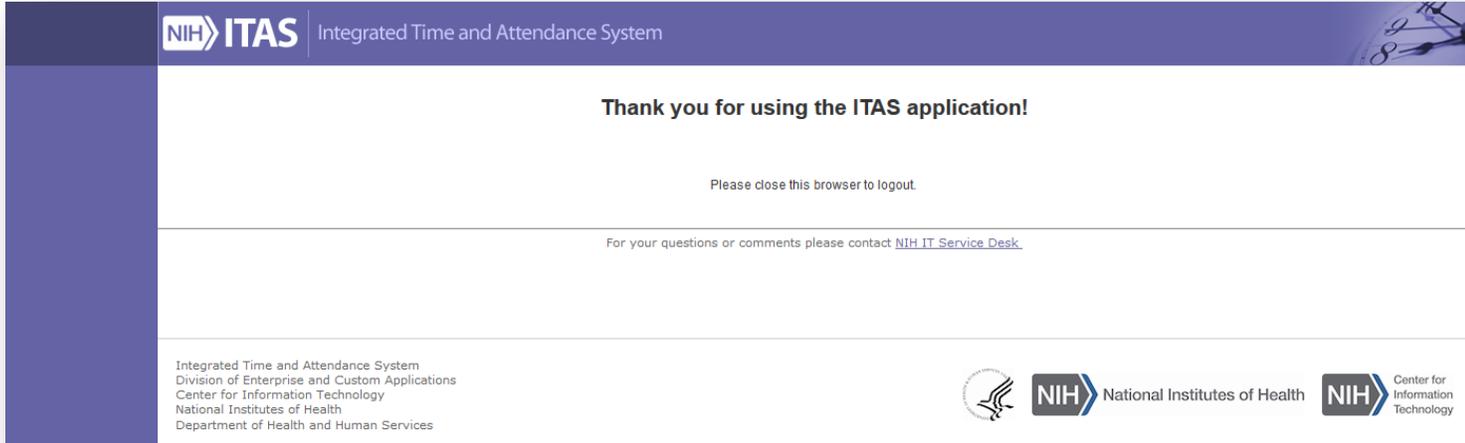
Clicking the Help link in the left navigation area displays a screen that has additional links to useful information. These links provide information about overall rules and regulations. Use this as a resource for any questions about timekeeping rules and regulations, leave types, department policies,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

<p>Employee Duck, Donald</p>	Integrated Time and Attendance System				
<ul style="list-style-type: none"> <li>▶ Request Leave</li> <li>▶ Request Telework</li> <li>▶ Verify Timecard</li> <li>▶ Sign In</li> <li>▶ Sign Out</li> <li>▶ Donate to VLTP</li> <li>▶ Donate to Leave Bank</li> <li>▶ Leave Bank Membership</li> <li>▶ Personal</li> <li>▶ Tour of Duty</li> </ul>	<h2>Help</h2> <p>For time and attendance help, click on one of the links below. <b>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.</b></p> <p><a href="#">Search the ITAS Knowledge Base</a></p> <p><a href="#">HHS Payroll Calendars</a></p> <p><a href="#">OPM Links to Fact Sheets on Leave Programs</a></p>				
<ul style="list-style-type: none"> <li>▶ Reports</li> <li>▶ myPay</li> <li>▶ ITAS Messages</li> </ul>	<p><a href="#">HHS Timekeeping Manual</a></p> <p><a href="#">ITAS Info Website</a></p>				
<ul style="list-style-type: none"> <li>▶ About ITAS</li> <li>▶ Help</li> <li>▶ Close</li> </ul>	<p><a href="#">NIH Leave Guide for Civilian Employees</a></p> <p><a href="#">ITAS User Manual</a></p>				
	<p><a href="#">NIH Policy on Family Leave Policies and Programs</a></p> <p><a href="#">OPM Leave Administration Site</a></p>				
	<p><a href="#">OPM Listing of Federal Holidays</a></p> <p><a href="#">Accessibility Information</a> </p>				
	<p><a href="#">Back to top</a></p>				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <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> </td> <td style="width: 20%; text-align: center; vertical-align: top;"> <p><a href="#">Accessibility</a> <a href="#">Plugins</a></p> </td> <td style="width: 30%; text-align: right; vertical-align: top;">  National Institutes of Health                              Center for Information Technology                         </td> </tr> </table>			<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><a href="#">Accessibility</a> <a href="#">Plugins</a></p>	National Institutes of Health                              Center for Information Technology
<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><a href="#">Accessibility</a> <a href="#">Plugins</a></p>	National Institutes of Health                              Center for Information Technology			



### Close

Clicking the Close link in the left navigation area logs you out 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 NIH 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, there is a footer section with contact information on the left and logos on the right. The contact information includes: 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. The logos on the right include the NIH logo, the National Institutes of Health logo, and the NIH Center for Information Technology 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 Timecard
- Sign In/Sign Out
- Donate to VLTP (Voluntary Leave Transfer Program)
- Donate to Leave Bank
- Leave Bank Membership
- 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 Requests
  - 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 Requests
  - LTP
  - LB – **Note: You must have the Leave Bank Case Manager role to access the data on this screen.**
  - Relationships
- Execute Reports
- Add New Employees
  - Add Multiple Appointments
  - Unseparate Employees
- Add New Contractors
  - Unseparate Contractors
- Add New Organizations

### ITAS Administrator

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

- Assign AO to SACs
- Change SSNs

### Leave Bank Case Manager

The Leave Bank Case Manager (LBCM) role allows you to perform the following functions:

- Distribute Leave Bank Hours to Leave Bank Recipients
- Manage LB Accounts
  - Create Leave Bank Accounts
  - Edit Leave Bank Accounts
  - Close Leave Bank Accounts
- Manage Leave Bank Contributions
  - Approve Contributions
  - Deny Contributions
  - Waive Contributions
- Leave Balances for Leave Bank Recipients
  - Edit Leave Bank Accounts
- Leave Bank
  - View Leave Bank Recipient Account Information
  - Donate to the Leave Bank on behalf of a non-NIH employee

## 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 multiple days. Multiple types of leave may be requested for the same day. Each individual LR must be saved before proceeding to the next. An email is sent to the requestor's LAO automatically each time an LR is submitted.

### Request Leave, regular view

Employee  
**Duck, Donald**

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty

- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages

- ▶ About ITAS
- ▶ Help
- ▶ Close

Integrated Time and Attendance System

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

End Time

Number of Hours:

OR

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

Leave Comments

### Existing Leave Requests

Cancel	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Bone Marrow Donor	5.0	08/28/2013			Pending	This is for a test
<input type="checkbox"/>	Organ Donor	5.0	08/28/2013			Pending	This is for a test

**Request Leave, expanded view**

Employee  
Duck, Donald

NIH ITAS Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ 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:

---

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](#)

### New Request

Leave type	Balance Hours		Remark
Annual Leave	8.0	<input type="text" value="0.0"/>	Projected: 40.0
Sick Leave	4.0	<input type="text" value="0.0"/>	
Comp Time	0.0	<input type="text" value="0.0"/>	
Religious Comp Time		<input type="text" value="0.0"/>	
Comp Time for Travel (CTT)	0.0	<input type="text" value="0.0"/>	
FMLA Leave	480.0		
FMLA - Annual Leave		<input type="text" value="0.0"/>	Birth of a child/care of a newborn ▼
FMLA - Sick Leave		<input type="text" value="0.0"/>	Birth of a child/care of a newborn ▼
FMLA - LWOP		<input type="text" value="0.0"/>	Birth of a child/care of a newborn ▼
Expanded FMLA (LWOP)	24.0	<input type="text" value="0.0"/>	Elder Care ▼
Family Friendly Leave	4.0	<input type="text" value="0.0"/>	Care of family member - child birth ▼
Military Funeral Leave		<input type="text" value="0.0"/>	
Excused Absence		<input type="text" value="0.0"/>	
Court Leave		<input type="text" value="0.0"/>	Juror ▼
Voting Leave		<input type="text" value="0.0"/>	
Bone Marrow Donor	56.0	<input type="text" value="0.0"/>	
Organ Donor	240.0	<input type="text" value="0.0"/>	
Preventive Health	4.0	<input type="text" value="0.0"/>	
Leave Without Pay		<input type="text" value="0.0"/>	

Leave Comments

### Existing Leave Requests

Cancel	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Bone Marrow Donor	5.0	08/28/2013			Pending	This is for a test
<input type="checkbox"/>	Organ Donor	5.0	08/28/2013			Pending	This is for a test



### 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 End Time (AM or PM must be selected if End Time is entered).
- 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.

### Remove an existing request

- Scroll down to the Existing Leave Requests section.
- Check Cancel next to an individual request.
- Click OK button to remove the request.

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

### 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 (i.e. a telework request that is not regularly scheduled.)

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

### Request Ad Hoc Telework screen

Employee  
Duck, Donald

NIH ITAS Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ 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  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"/>	Home	10.0	10/21/2013			Pending	
<input type="checkbox"/>	Telework Center	10.0	10/23/2013			Pending	Office is being fumigated.
<input type="checkbox"/>	Approved Location	4.0	10/28/2013	8:00AM	12:00PM	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 button.

### 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 End Time (AM or PM must be selected if End 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 button.

### Remove Ad Hoc Telework Request(s)

- Scroll down to the Existing Telework Requests section.
- Click the check box next to the telework request(s) to delete.
- Click OK button.

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

### 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  
Duck, Donald

Integrated Time and Attendance System

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

## Verify Timecard

Pay Period: 10/20/13-11/02/13 2013/23 Select

SAC: LBDEMO      Abbr: LB DEMO

---

Approved by:      Transmitted On:      Tour Hours: 80.0      Annual Leave Category: 06      PP: 2013/23

---

Annual Leave 8.0      Credit Hours 0.0      Credit Hours Lost 0.0      Sick Leave 4.0      FFL Used 0.0      LB Donated YTD 6.0  
Restored AL 0.0      Comp Time 0.0      Projected Comp Time Lost 0.0      Adv Sick Leave 0.0      VLTP Donated YTD 0.0      LB Leave 0.0  
Projected AL 40.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose 0.0      VLTP Leave 0.0

Type	Su 10/20	M 10/21	Tu 10/22	W 10/23	Th 10/24	F 10/25	Sa 10/26	Su 10/27	M 10/28	Tu 10/29	W 10/30	Th 10/31	F 11/01	Sa 11/02	Supps	Total
Tour Hours		10.0	10.0	10.0	10.0				10.0	10.0	10.0	10.0				80.0
AM Core																
PM Core																
<input type="checkbox"/> Regular		10.0	10.0	10.0	10.0				10.0	10.0	10.0	10.0			0.0	80.0
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
<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	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.

**Note:** 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

Employee  
Duck, Donald
NIH ITAS
Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty

## Sign In

Today's Tour of Duty: 10.0 Regular Hours: 07:30 AM - 06:00 PM Pay Year: 2013

Pay Period: 23

---

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

\*Sign-In Time:

Explanation (Required if Time is changed):

### Sign In Successful screen

Employee  
Duck, Donald
NIH ITAS
Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty

## Sign In

---

Sign In is successful.

---

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 National Institutes of Health  
 Department of Health and Human Services

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### 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

Employee  
Duck, Donald

Integrated Time and Attendance System

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

## Sign In

Today's Tour of Duty:

---

Core Hours Absent: 0.0

Additional Hours Absent:

Total Hours to Account for:

---

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**Sign In Leave Request screen**

Employee  
Duck, Donald

Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty

- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages

- ▶ About ITAS
- ▶ Help
- ▶ Close

## Sign In

Leave Request Date : 10/21/2013 - 10/21/2013  
 Leave Request Time : 07:30AM - 11:45AM  
 Hours to Account For : 4.25

---

**Leave request for 4.25 hours from 10/21/2013 to 10/21/2013**

Leave type	Balance	Hours	Remark
Annual Leave	8.0	4.25	Projected: 40.0
Sick Leave	4.0	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 newborn ▼
FMLA - Sick Leave		0.0	Birth of a child/care of a newborn ▼
FMLA - LWOP		0.0	Birth of a child/care of a newborn ▼
Expanded FMLA (LWOP)	24.0	0.0	Elder Care ▼
Family Friendly Leave	4.0	0.0	Care of family member - child birth ▼
Military Funeral Leave		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 for which to account 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**  
Duck, Donald

**NIH ITAS** Integrated Time and Attendance System

**Sign Out**

Sign-In Time: 10/21/2013 11:45 AM      Pay Year: 2013  
 Sign-In Explanation: test      Pay Period: 23  
 Today's Tour of Duty: 10.0

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

\*Sign-Out Time:

Explanation (Required if Time is changed):

### Sign Out Successful Screen

**Employee**  
Duck, Donald

**NIH ITAS** Integrated Time and Attendance System

**Sign Out**

Sign Out is successful.

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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  
Duck, Donald
NIH ITAS
Integrated Time and Attendance System

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

## Sign Out

Sign-In Time:	10/21/2013 11:45 AM	Pay Year:	2013
Sign-In Explanation:	test	Pay Period:	23
		Today's Tour of Duty:	10.0

---

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

\*Sign-Out Time:

Explanation (Required if Time is changed):

### Sign Out Account for Excess Hours

Employee: Duck, Donald
NIH ITAS Integrated Time and Attendance System

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

## Sign Out

Sign Out - Account for Excess Hours  
 Credit Date/Time: 12:15 AM  
 Hours to Account For: 6.25

[Instructions](#)

Credit Type	Balance	Earned Hours	Remark
Call Back Earned			
Compensatory Time Earned	0.0	6.25	
Overtime - Irregular Earned			
Overtime - Substitute Hours Earned			
Overtime - Suffer & Permit Earned			
Overtime - Training Earned			
Overtime - Travel Earned			
Overtime Hours Earned-ARSOT			
Religious Comp Time	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: Duck, Donald
NIH ITAS Integrated Time and Attendance System

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

## Sign Out

Today's Tour of Duty:	10.0	Hours Worked:	1.0
		Hours Absent:	4.25
		Total Hours for Day:	5.25
		Absence Hours to Account for:	4.75

---

Account for Absence between Sign-In and Sign-Out

Hours Absent
 
Start Time

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**Sign Out Leave Request Screen**

Employee  
Duck, Donald

NIH ITAS Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty

- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages

- ▶ About ITAS
- ▶ Help
- ▶ Close

## Sign Out

Leave Request Date : 10/21/2013 - 10/21/2013  
 Leave Request Time : 12:45PM - 05:30PM  
 Hours to Account For : 4.75

---

**Leave request for 4.75 hours from 10/21/2013 to 10/21/2013**

Leave type	Balance Hours	4.75	Remark
Annual Leave	8.0	4.75	Projected: 40.0
Sick Leave	4.0	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 newborn ▼
FMLA - Sick Leave		0.0	Birth of a child/care of a newborn ▼
FMLA - LWOP		0.0	Birth of a child/care of a newborn ▼

**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 Duck, Donald
 NIH ITAS Integrated Time and Attendance System

Sign Out

Today's Tour of Duty:	10.0	Hours Worked:	12.0
		Hours Absent:	4.25
		Total Hours for Day:	16.25
		<b>Excess Hours to Account for:</b>	<b>6.25</b>

---

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

---

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### Sign Out – Account for Excess Hours screen

Employee Duck, Donald
 NIH ITAS Integrated Time and Attendance System

Sign Out

**Sign Out - Account for Excess Hours**  
 Credit Date/Time: 12:15 AM  
 Hours to Account For: 6.25

[Instructions](#)

Credit Type	Balance	Earned Hours	Remark
Call Back Earned		<input type="text"/>	
Compensatory Time Earned	0.0	4.5	
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 to VLTP

Clicking Donate to VLTP 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 approved recipients to whom you can donate. 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 to VLTP screen

**Employee**  
Duck, Donald

**NIH ITAS** Integrated Time and Attendance System

## Donate to VLTP

Agency: NIH

### Donations

Available Annual Leave hours for donation : 8.0      Total donated Annual Leave hours : 0.0  
 Available Restored Annual Leave hours for donation : 0.0      Total donated Restored Annual Leave hours : 0.0

Name Reason Org \*      Hours Type \*      Hours \*      Date

Select a Name Reason Org      Select an Hour Type           10/21/2013

Name	Reason	Org	Emergency Type	Hours Type	Hours	Date	Status	Delete
Tubman, Harriet	Care for Child	LBDEMO	Family Medical Emergency	Annual Leave	4.0	10/21/2013	Pending	<input type="checkbox"/>

### Accounts

Reason	Emergency Type	Begin	End	Received	Used	Available	Status
Physical Therapy	Personal Medical Emergency	10/20/2013	10/21/2013	0.0	0.0	0.0	Closed

OK    Reset

### Donate Leave

- Select the person to whom you wish to donate 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 pending donations.
- Click OK.
- Click OK on the Confirmation screen.
- The Donate to VLTP screen is redisplayed without the donation line item.



## Donate to Leave Bank

Clicking the Donate to Leave Bank link on the left navigation area displays the screen where you can donate some or all of your Annual or Restored Annual leave to the Leave Bank or a specific person. If you are a Leave Bank recipient, 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. It also displays any donations made that have not yet been credited to the Leave Bank account.

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

### Donate to Leave Bank screen

The screenshot shows the 'Donate to Leave Bank' screen for Employee Mouse, Minnie. The interface includes a navigation menu on the left with options like 'Request Leave', 'Verify Timecard', and 'Donate to Leave Bank'. The main content area is titled 'Donate to Leave Bank' and shows the following information:

- Agency: NIH
- Donations**
  - Available Annual Leave hours for donation: 0.0
  - Available Restored Annual Leave hours for donation: 10.0
  - Total donated Annual Leave hours: 0.0
  - Total donated Restored Annual Leave hours: 0.0
- Form fields for 'Hours Type \*', 'Hours \*', and 'Comments'.
- A table of existing donations:
 

Hours Type	Hours	Comments	Date	Status	Delete
Restored Annual	5.0	This donation is for Harriet Tubman	10/21/2013	Pending	<input type="checkbox"/>
- Accounts**
  - Table of Leave Bank accounts:
 

Acct ID	Begin	End	Received	Used	Available
Leave Bank 14-10101-01-01	10/20/2013	12/31/2013	40.0	0.0	40.0

### Donate Leave

- 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.
- Optional;: Enter the name of a Leave Bank recipient into the Comments field.
- Click OK.
- Click OK on the Confirmation screen.
- The Donate to Leave Bank screen is displayed with the new donation line.

### Delete a pending donation

- Check the Delete box at the end of the donation line(s) to delete. You can only delete pending donations.
- Click OK.
- Click OK on the Confirmation screen.
- The Donate to Leave Bank screen is redisplayed without the donation line item.



### Leave Bank Membership

Clicking the Leave Bank Membership link on the left navigation area displays the screen where you can submit a request to become a member of the Leave Bank.

Leave Bank Membership is only available during the Open Enrollment period and for 60 days after an Employee's Enter on Duty Date. Membership in the Leave Bank requires a contribution equal to one pay period's annual leave accrual amount. However, the contribution amount may be waived if the employee does not have adequate leave available. Leave Bank members will be automatically re-enrolled for future Open Enrollment periods, until they Opt Out. The Employee must Opt Out by the end of the Open Enrollment period in order not to be re-enrolled for the next membership period.

#### Leave Bank Membership screen

The screenshot shows the 'Leave Bank Membership' screen. On the left is a navigation menu with options like 'Request Leave', 'Sign In', and 'Leave Bank Membership'. The main content area has the title 'Leave Bank Membership' and a form with the following elements:

- NIH ITAS Integrated Time and Attendance System header.
- Form title: Leave Bank Membership
- Form field:  I want to become a Leave Bank member in:  2014
- Form field:  Opt Out
- Buttons: OK, Reset
- Footer text: For information about the leave bank please visit [Voluntary Leave Bank Program \(Leave Bank\)](#).

#### Leave Bank Membership Agreement Confirmation screen

I authorize NIH to deduct one pay period's annual leave accrual, equal to 6.0 hours of annual leave from my account for deposit into the Leave Bank.

I understand that this request will occur annually during each open enrollment period, unless I 'Opt Out' of the program. If I do not have sufficient annual leave to make a full contribution and/or if I am or become a current VLTP or Leave Bank recipient, I understand that NIH will automatically process a waiver request and a partial or full waiver may be granted.

NOTE: Once approved, this leave cannot be returned.

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



### Leave Bank Membership Request

- Select 'I want to become a Leave Bank member'
- Select the year or years in which you would like to become a member
- Click the OK button
- Leave Bank Membership Agreement confirmation screen is displayed
- Click the Agree or Disagree button
- The Leave Bank Membership screen is displayed with the check boxes in read-only mode

### Opt Out of Leave Bank Membership (**Current Leave Bank Members Only**)

- Select 'Opt Out' to
- Click the OK button
- Click the OK button the Confirmation screen
- The Leave Bank Membership screen is displayed

***Note: Opting out stops automatic re-enrollment for the next Leave Bank membership period, not the current membership period.***



## 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

<b>Employee</b> Duck, Donald	Integrated Time and Attendance System
▶ Request Leave ▶ Request Telework ▶ Verify Timecard ▶ Sign In ▶ Sign Out ▶ Donate to VLTP ▶ Donate to Leave Bank ▶ Leave Bank Membership ▶ Personal ▶ Tour of Duty ▶ Reports ▶ myPay ▶ ITAS Messages ▶ About ITAS ▶ Help ▶ Close	<h2 style="margin: 0;">Personal</h2> <p style="margin: 10px 0;">SSN: xxxxx5432    LAN ID: DDU65432</p> <p style="margin: 5px 0;">Last Name Duck    First Name Donald    Initial</p> <p style="margin: 5px 0;">Service</p> <p style="margin: 5px 0;">Computation 04/07/2010</p> <p style="margin: 5px 0;">Date</p> <p style="margin: 5px 0;">Agency Code NIH</p> <p style="margin: 5px 0;">SAC Code LBDEMO</p> <p style="margin: 5px 0;">Leave</p> <p style="margin: 5px 0;">Approving McMillan, Terry</p> <p style="margin: 5px 0;">Official</p> <p style="margin: 5px 0;">Timekeeper Cruise, Tom</p> <p style="margin: 5px 0;">Email</p> <p style="margin: 5px 0;">Address</p> <p style="margin: 5px 0;">FLSA <input type="checkbox"/></p> <p style="margin: 5px 0;">Employee <input type="checkbox"/></p>
<p style="font-size: small; margin: 0;">                     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> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="font-size: x-small;"> <a href="#">Accessibility</a>    <a href="#">Plugins</a> </div> <div style="text-align: center;"> </div> <div style="text-align: center;">                  National Institutes of Health             </div> <div style="text-align: center;">                  Center for Information Technology             </div> </div>	



## 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 LAO receives the request and can either approve, deny or modify it. If approved or modified, the tour change is effective as of the next Pay Period.

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  
**Duck, Donald O.**

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

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

Start/Stop Times Required

Sign In/Sign Out Required

\*Term Type:

Tour Hours:  \*

Last Tour of Duty Change: 2014/10

\*Next Tour of Duty Change:

Changes in Future Tour of Duty:

\*Special Pay Rate:  \*Shift:

Sick Leave: 4

Annual Leave: 04

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	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

\*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.
Start / Stop Times Required	Display only	The check box will inform employees if they are required to insert Start and Stop times into their Timecard as part of the Maxiflex tour.
Sign In / Sign Out Required	Display only	The check box will inform employees if they are required to use Sign In and Sign Out as part of the Maxiflex tour.
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 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 Status	Information Only	Shows the telework eligibility.
Telework Location	Select	Location where Telework will be performed. (Field will only be displayed if Employee is eligible for Telework.)
<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 Term Type.
- Update Tour Hours if needed.
- 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. (Maxiflex employees should not select a Telework Location.)
- Verify or change the Meal Breaks. Maxiflex employees should not select Meal Breaks.
- Click the (Regular) button to show the Hours Detail (Regular) screen for hours and verify or change the hours. Employees that currently have Regular Telework will need to access the Hours Detail (Regular) screen and select the Telework days again. If tour request is for a Maxiflex tour, do not insert values into Hours Detail (Regular) or summary screen.
- Click the (OT Earned – ARSOT) button to show the Hours Detail (Other) screen for hours and verify or change the hours. Employees that currently have Regular Telework will need to access the Hours Detail (Other) screen and select the Telework days again. If tour request is for a Maxiflex tour, do not insert values into Hours Detail (Other) or summary screen.
- 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  
Duck, Donald Q.
NIH ITAS Integrated Time and Attendance System

Request Leave  
Request Telework  
Verify Timecard  
Sign In  
Sign Out  
Donate to VLTP  
Donate to Leave Bank  
Leave Bank Membership  
Personal  
Tour of Duty  


---

Reports  
myPay  
ITAS Messages  


---

About ITAS  
Help  
Close

### Tour of Duty

Type: Regular      Telework Type: Ad hoc and Regular      Pay Period: 2014/10      Pay Period Total: 80.0

	Su	M	Tu TW	W	Th TW	F	Sa	Su	M	Tu	W TW	Th	F TW	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Start Stop		07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM			07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 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														

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

Employee  
Duck, Donald Q.
NIH ITAS Integrated Time and Attendance System

Request Leave  
Request Telework  
Verify Timecard  
Sign In  
Sign Out  
Donate to VLTP  
Donate to Leave Bank  
Leave Bank Membership  
Personal  
Tour of Duty  


---

Reports  
myPay  
ITAS Messages  


---

About ITAS  
Help  
Close

### Tour of Duty

Type: OT Earned-ARSOT      Telework Type: Ad hoc and Regular      Pay Period: 2014/10      Pay Period Total: 0.0

	Su	M	Tu TW	W	Th TW	F	Sa	Su	M	Tu	W TW	Th	F TW	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"/>													
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.
Telework Type	Display Only	Shows the Employee’s Telework Type.
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	Denotes that the following Start/Stop times are for 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.
Tour	Button / Click	Click to return to the main Tour Of Duty screen.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redisplay the screen.

**Change Tour Regular Hours**

- Change the Start and or Stop times to show the actual anticipated times for each Tour day.
  - *The Stop time minus the Start time, plus the meal break 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 times 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 'Reports' screen for Employee Duck, Donald. The 'Report' dropdown is set to 'ATLR Report'. The 'Parameters' section includes 'From: 10/20/2013', 'To: 11/02/2013', and 'Pay Periods: 10/20/13-11/02/13 2013/23'. There are 'OK' and 'Reset' buttons. An 'Instructions' section is visible at the bottom.

The screenshot shows the 'Reports' screen with a dropdown menu open. The 'Report' dropdown is set to 'ATLR Report'. The 'Parameters' section includes 'From: 10/20/2013', 'To: 11/02/2013', and 'Pay Periods: 10/20/13-11/02/13 2013/23'. The dropdown menu lists various reports: ATLR Report, ITAS and DFAS Leave Balances Report, ITAS and DFAS Leave Balances Report (Spreadsheet), Leave Request Report, Pre-DFAS Payslips Mini Report, Pre-DFAS Payslips Regular Report, Premium Pay Report, Printable Timecard, Sign-In/Sign-Out Report, and Telework Request Report. There are 'OK' and 'Reset' buttons. An 'Instructions' section is visible 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 Duck, Donald Q. for Leave Year 2014**

SAC Code: NIH/UM		ADMINISTRATIVE TIME AND LEAVE RECORD														Year: 2014																									
Name: Duck, Donald Q.		Social Security Number:		SCD: Apr 20 2014		Timekeeper:		Supervisor:																																	
Tour: 80 hours		Donated Leave		Annual		Sick		AWOL/LWOP		Credit Hours		Comp. Time		Comp. Time For Travel		PART-TIME																									
				Carried Over: 0		Carried Over: 0																																			
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 Wkd PP	AL C/O Hrs	SL C/O Hrs	Pay Period		
1 Jan 12 ~ Jan 25																																							3		
2 Jan 26 ~ Feb 8																																								4	
3 Feb 9 ~ Feb 22																																								5	
4 Feb 23 ~ Mar 8																																								6	
5 Mar 9 ~ Mar 22																																								7	
6 Mar 23 ~ Apr 5																																								8	
7 Apr 6 ~ Apr 19																																								9	
8 Apr 20 ~ May 3																80				4			4																10		
9 May 4 ~ May 17																																								11	
10 May 18 ~ May 31										HOL - 8																														12	
11 Jun 1 ~ Jun 14																																									13
12 Jun 15 ~ Jun 28																																								14	
13 Jun 29 ~ Jul 12										HOL - 8																														15	
14 Jul 13 ~ Jul 26																																								16	
15 Jul 27 ~ Aug 9																																								17	
16 Aug 10 ~ Aug 23																																								18	
17 Aug 24 ~ Sep 6										HOL - 8																														19	
18 Sep 7 ~ Sep 20																																								20	
19 Sep 21 ~ Oct 4																																								21	
20 Oct 5 ~ Oct 18										HOL - 8																														22	
21 Oct 19 ~ Nov 1																																								23	
22 Nov 2 ~ Nov 15										HOL - 8																														24	
23 Nov 16 ~ Nov 29																																								25	
24 Nov 30 ~ Dec 13																																								26	
25 Dec 14 ~ Dec 27																																								1	
26 Dec 28 ~ Jan 10										HOL - 8																														2	
Used To Date																																									



**Printable Timecard**

**Timecard for Duck, Donald Q. 04/20/2014-05/03/2014 (10-2014)**

SAC: UM      Abbr: UsrMnl

Approved by:      Transmitted On:      Tour Hours: 80.0      Annual Leave Category: 04      PP: 2014/10

Annual Leave 0.0      Credit Hours 0.0      Credit Hours Lost 0.0      Sick Leave 0.0      FFL Used 0.0      LB Donated YTD 0.0  
 Restored AL 0.0      Comp Time 0.0      Projected Comp Time Lost 0.0      Adv Sick Leave 0.0      VLTP Donated YTD 0.0      LB Leave 0.0  
 Projected AL 76.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose 0.0      VLTP Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
Change Indicators			TW		TW					TW		TW				
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30			
Shift Code		3	3	3	3	3			3	3	3	3	3			
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
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															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
Night Diff		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0



## 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

Contractor  
Ross, Betsy

NIH ITAS Integrated Time and Attendance System

- ▶ Personal
- ▶ ITAS Messages
- ▶ About ITAS
- ▶ Help
- ▶ Close

## Personal

Badge ID: **070707070**                      LAN ID: **BRO07070**

Last Name **Ross**    First Name **Betsy**    Initial

Service

Computation **09/02/2000**

Date

Agency Code **NIH**

SAC Code **LBDEMO**

Leave Approving Official

Timekeeper

Email Address **workingforaliving@jobs.com**

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

[Accessibility](#)    [Plugins](#)   
 
 NIH National Institutes of Health   
 
 NIH Center for Information Technology

## 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

**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.
	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.



Label	Values / Actions	Description
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	Click to go to the Leave Requests screen.
Telework Requests	Shows whether ad hoc telework has been requested and/or approved	Displays if Employee is eligible for Ad hoc Telework. Click to go to the Telework Request screen.
LTP:Donate	Link	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.
Print ATLR	Button / Click	Shows the ATLR 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 the pay period from the dropdown.
- Click the Select button.
- Select employees for which to run 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 once in the employee's profile

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

The screenshot shows the 'Personal' screen in the ITAS system. On the left is a navigation menu with options like 'Act as Alternate', 'Dashboard', 'Reports', 'Change Role: Employee', 'About ITAS', 'Help', and 'Close'. The main content area displays the employee's information: 'Employee: Duck, Donald Q.' and a set of tabs including 'Personal', 'Payroll', 'Tour of Duty', 'Options', 'Timecard', 'Leave Requests', 'Telework Requests', and 'LTP'. The 'Personal' tab is active, showing a form with the following fields: SSN (xxxxx0012), LAN ID (DDU00012), Last Name (Duck), First Name (Donald), Initial (Q), Agency Code (NIH), SAC Code (UM), Leave Approving Official (Appleseed, Johnny R.), Timekeeper (Cruise, Tom), Email Address, and FLSA Employee (checkbox). 'OK' and 'Reset' buttons are at the bottom.

### Change an employee's personal information

- On the dashboard, find the appropriate employee and click the Name or LAO 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

<p>Timekeeper Cruise, Tom</p> <p>▶ Act as Alternate</p> <p>▶ Dashboard</p> <p>▶ Reports</p> <p>Change Role:</p> <p>▶ Employee</p> <p>▶ About ITAS</p> <p>▶ Help</p> <p>▶ Close</p>	<p>Integrated Time and Attendance System</p>
<p>Employee: Duck, Donald Q.</p>	
<p>Personal Payroll Tour of Duty Options Timecard Leave Requests Telework Requests LTP</p>	
<p>Enter On Duty Date <input type="text" value="04/20/2014"/> * Service Computation Date <input type="text" value="04/20/2014"/> * Separation Date <input type="text"/></p> <p>Status: Active</p> <p>SAC Code <input type="text" value="UM"/> *</p> <p>Common Acct No. <input type="text" value="41236548"/> *</p> <p>Approving Official: Appleseed, Johnny</p> <p>Timekeeper: Cruise, Tom</p> <p>Pay Basis <input type="text" value="Hourly"/> *</p> <p>Type <input type="text" value="Federal Wage System"/> *</p> <p>Pay Plan <input type="text" value="WL-Leader-Federal Wage System"/> *</p> <p>Type of Appointment <input type="text" value="Permanent"/> *</p> <p>Military Status <input type="text" value="None"/> *</p> <p>Remarks <input type="text"/></p> <p>Special FMLA <input type="checkbox"/></p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Reset"/> </p>	



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

Label	Values / Actions	Description
Enter On Duty Date	Valid date	The effective date of the employee’s appointment
Service Computation Date	Valid date	Service Computation Date - used to calculate the employee’s annual leave category, except for SES employees.
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	The period of time for which the employee’s salary is calculated.
Type	Select pay Type	The Federal employment system of pay for which the employee is assigned.
Pay Plan	Select Pay Plan	The employee’s pay plan which is correlated to the employee’s pay Type.
Type of Appointment	Select Type of Appointment	Checked against other pay and appointment fields. Only certain combinations are valid.
Military Status	Select Military Status if applicable	Denotes the EMP’s military status.
Remarks	Select when separating	Standard remarks for separation reasons.
Special FMLA	Check Box	Grants employee an additional 26 weeks of FMLA leave
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 payroll information**

- On the dashboard, find the appropriate employee and click on the Payroll information to get to the Payroll screen.
- Overtyping and/or selecting 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 once in the employee's profile

The Tour of Duty screen displays the employee's Tour of Duty for the current 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  
Cruise, Tom

Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Pay Period:

Tour Type:

Earn Credit Hours:

Start/Stop Times Required:

Sign In/Sign Out Required:

Term Type:

Tour Hours:

Last Tour of Duty Change: 2014/10

Next Tour of Duty Change:

Changes in Future Tour of Duty: None

Special Pay Rate:

Sick Leave:  0  4

Annual Leave:  0  4  6  8

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

Telework Location:

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

Shift:

Distribution of Biweekly Basic Work Requirements

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Total
Shift		3	3	3	3	3			3	3	3	3	3		
Meal Break	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 5 – TK Tour of Duty Screen Field Descriptions**

Label	Values / Actions	Description
Pay Period	Select Pay Period	Select the pay period for which 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.
Start / Stop Times Required	Check	The check box will inform employees if they are required to insert Start and Stop times into their Timecard as part of the Maxiflex tour.
Sign In / Sign Out Required	Display Only	The check box was intended for use with the Maxiflex Tour Type, but was deemed unnecessary.
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 (0, 7, 11 or 14 for firefighters)	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. (Field will only be displayed if Employee is eligible for Telework.)
<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 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.
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	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redisplay the screen.



**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

- 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 Term Type.
- Update Tour Hours if needed.
- 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 the tour change 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. Employees that currently have Regular Telework will need to access the Hours Detail (Regular) screen and select the Telework days again. If tour change is for a Maxiflex tour, do not insert values into Hours Detail (Regular) or summary screen.
- Click the (OT Earned – ARSOT) button to show the Hours Detail (Other) screen for hours and verify or change the hours. Employees that currently have Regular Telework will need to access the Hours Detail (Other) screen and select the Telework days again. If tour change is for a Maxiflex tour, do not insert values into Hours Detail (Other) or summary screen.
- 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  
Cruise, Tom
NIH ITAS Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Type: Regular      Telework Type: Ad hoc and Regular      Pay Period: 2014/10      Pay Period Total: 80.0

	Su	M	Tu TW	W	Th TW	F	Sa	Su	M	Tu	W TW	Th	F TW	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Start		07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM			07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 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  
Cruise, Tom
NIH ITAS Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Type: OT Earned-ARSOT      Telework Type: Ad hoc and Regular      Pay Period: 2014/10      Pay Period Total: 0.0

	Su	M	Tu TW	W	Th TW	F	Sa	Su	M	Tu	W TW	Th	F TW	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"/>													
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.
Telework Type	Display Only	Shows the Employee's Telework Type.
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 number does not include meal breaks.</i>
Telework	Check box	Denotes that the following Start/Stop times for a given day are for Telework scheduled as part of 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.
Tour	Button / Click	Click to return to the main Tour Of Duty screen.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redispays the screen.

### Change Tour Regular Hours

- Change the Start and or Stop times to show the actual anticipated times for each Tour day.
  - *The Stop time minus the Start time, plus the meal break 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 once in the employee's profile, 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 button to accept changes or Reset button to clear changes.

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



## Timecard

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

### Timecard screen, initial

Timekeeper  
Cruise, Tom

Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Pay Period: 04/20/14-05/03/14 2014/10 Select

SSN: 000-00-0012      SAC: UM      Abbr: UsrMnl

---

Approved by: \_\_\_\_\_ Transmitted On: \_\_\_\_\_ Tour Hours: 80.0      Annual Leave Category: 04      PP: 2014/10

---

Annual Leave 0.0      Credit Hours 0.0      Credit Hours Lost 0.0      Sick Leave 0.0      FFL Used 0.0      LB Donated YTD 0.0  
 Restored AL 0.0      Comp Time 0.0      Projected Comp Time Lost 0.0      Adv Sick Leave 0.0      VLTP Donated YTD 0.0      LB Leave 0.0  
 Projected AL 76.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose 0.0      VLTP Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
Change Indicators			TW			TW				TW			TW			
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
PM Core		12:00-12:30		12:00-12:30		12:00-12:30				12:00-12:30		12:00-12:30		12:00-12:30		
Shift Code		3	3	3	3	3			3	3	3	3	3			
<input type="checkbox"/> 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
<input type="checkbox"/> Annual Leave															0.0	0.0
<input type="checkbox"/> Sick Leave															0.0	0.0
<input type="checkbox"/> 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
<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"/> Night Diff		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0
<input type="checkbox"/> Other																

**Timecard screen, Leave Types Expanded**

Timekeeper  
Cruise, Tom
NIH ITAS Integrated Time and Attendance System

---

Employee: Duck, Donald Q.

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

Pay Period: 04/20/14-05/03/14 2014/10 Select

---

SSN: 000-00-0012      SAC: UM      Abbr: UsrMnl

---

Approved by:      Transmitted On:      Tour Hours: 80.0      Annual Leave Category: 04      PP: 2014/10

---

Annual Leave 0.0    Credit Hours 0.0    Credit Hours Lost 0.0    Sick Leave 0.0    FFL Used 0.0    LB Donated YTD 0.0  
 Restored AL 0.0    Comp Time 0.0    Projected Comp Time Lost 0.0    Adv Sick Leave 0.0    VLT Donated YTD 0.0    LB Leave 0.0  
 Projected AL 76.0    Rel. Comp Time 0.0    Rel. Comp Time Charged 0.0    Use or Lose 0.0    VLT Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
Change Indicators			TW		TW					TW		TW				
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30			
Shift Code		3	3	3	3	3			3	3	3	3	3			
<input type="checkbox"/> 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
<input type="checkbox"/> Annual Leave															0.0	0.0
<input type="checkbox"/> Sick Leave															0.0	0.0
- 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-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
<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																
<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"/> Night Diff		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0



### Timecard screen, Pay Types Expanded

Timekeeper  
Cruise, Tom
NIH ITAS Integrated Time and Attendance System

---

Employee: Duck, Donald Q.

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

Pay Period: 04/20/14-05/03/14 2014/10 Select

SSN: 000-00-0012      SAC: UM      Abbr: UsrMnl

---

Approved by:      Transmitted On:      Tour Hours: 80.0      Annual Leave Category: 04      PP: 2014/10

---

Annual Leave 0.0      Credit Hours 0.0      Credit Hours Lost 0.0      Sick Leave 0.0      FFL Used 0.0      LB Donated YTD 0.0  
 Restored AL 0.0      Comp Time 0.0      Projected Comp Time Lost 0.0      Adv Sick Leave 0.0      VLTP Donated YTD 0.0      LB Leave 0.0  
 Projected AL 76.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose 0.0      VLTP Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
<b>Change Indicators</b>			TW		TW					TW		TW				
<b>Tour Hours</b>		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
<b>AM Core</b>		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
<b>PM Core</b>		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30			
<b>Shift Code</b>		3	3	3	3	3			3	3	3	3	3			
<input type="checkbox"/> <b>Regular</b>		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			0.0 80.0
<input type="checkbox"/> <b>Annual Leave</b>																0.0 0.0
<input type="checkbox"/> <b>Sick Leave</b>																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"/> <b>OT Irregular Earned</b>																0.0 0.0
<input type="checkbox"/> <b>Holiday Pay</b>																0.0 0.0
<input type="checkbox"/> <b>Comp Time Earned</b>																0.0 0.0
<input type="checkbox"/> <b>Night Diff</b>		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			0.0 80.0
<b>Other</b>																
<input type="checkbox"/> <b>Sun/Sat Diff</b>																0.0 0.0
<input type="checkbox"/> <b>OT Earned-ARSOT</b>																0.0 0.0
<input type="checkbox"/> <b>OT-Substitute Hours</b>																0.0 0.0
<input type="checkbox"/> <b>OT-Suffer&amp;Permit</b>																0.0 0.0
<input type="checkbox"/> <b>OT-Travel Earned</b>																0.0 0.0
<input type="checkbox"/> <b>OT-Training Earned</b>																0.0 0.0
<input type="checkbox"/> <b>Rel Comp Earned</b>																0.0 0.0

**Timecard Hours Detail screen**

Timekeeper  
Cruise, Tom
NIH ITAS Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Type: Regular    Telework Type: Ad hoc and Regular    Pay Period: 2014/10    Pay Period Total: 80.0

	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03
Change Indicators		I	I,TW	I	I,TW	I			I	I,TW	I	I,TW	I	
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
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30		
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30	
Telework	None	None	Regular	None	Regular	None	None	None	None	Regular	None	Regular	None	None
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	
Shift		3	3	3	3	3			3	3	3	3	3	
Telework	None													
Start														
Stop														
Shift														

More

Timecard 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.

- Select Telework type in the Hours Detail if needed. Select None to remove Telework hours. (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 once in the employee's profile, displays the Leave Request screen. Requests can be submitted for a past, current or future pay period. Requests can be submitted for a partial day, a full day or 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  
Cruise, Tom
NIH ITAS Integrated Time and Attendance System

---

Employee: Duck, Donald Q.

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

- ▶ Act as Alternate
- ▶ Dashboard
- ▶ Reports

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	0.0	<input type="text" value="0.0"/>	Projected: 76.0
Sick Leave	0.0	<input type="text" value="0.0"/>	
Comp Time	0.0	<input type="text" value="0.0"/>	

Leave Comments

---

#### Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Organ Donor	2.0	04/22/2014	1:30PM	3:30PM	Pending	This is a test
<input type="checkbox"/>	Bone Marrow Donor	2.0	04/22/2014	7:30AM	9:30AM	Pending	This is a test
<input type="checkbox"/>	Preventive Health	4.0	04/22/2014	9:30AM	1:30PM	Pending	This is a test

**Leave Requests, expanded view**

Timekeeper  
Cruise, Tom
NIH ITAS
Integrated Time and Attendance System

---

Employee: Duck, Donald Q.

[Personal](#)
[Payroll](#)
[Tour of Duty](#)
[Options](#)
[Timecard](#)
[Leave Requests](#)
[Telework 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	0.0	<input type="text"/> 0.0	Projected: 76.0
Sick Leave	0.0	<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 newborn
FMLA - Sick Leave		<input type="text"/> 0.0	Birth of a child/care of a newborn
FMLA - LWOP		<input type="text"/> 0.0	Birth of a child/care of a newborn
Expanded FMLA (LWOP)	24.0	<input type="text"/> 0.0	Elder Care
Family Friendly Leave	0.0	<input type="text"/> 0.0	Care of family member - child birth
Military Funeral Leave		<input type="text"/> 0.0	
Excused Absence		<input type="text"/> 0.0	
Court Leave		<input type="text"/> 0.0	Juror
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	
Leave Without Pay		<input type="text"/> 0.0	

**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 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.

**Requests, combined or other types**

- Click the + button 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 Requests

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

### Telework Requests screen

Timekeeper  
Cruise, Tom
NIH ITAS
Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Change Role:  
▶ Employee

▶ 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	04/25/2014	7:30AM	4:00PM	Pending	This is a test

**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 box next to the telework request(s) to delete.
- Click OK button.



## LTP

Clicking the value in the LTP: Donate or the LTP Accounts columns on the Dashboard or clicking the LTP tab once in the employee's profile, displays the LTP Donations and Accounts screen. This screen allows you to donate (on behalf of an Employee) some or all of an employee's Annual or Restored Annual leave to a specific person. You can also check the status of any leave donated to an Employee.

The Donations section of the screen displays the leave available to donate. The Name/Reason/Org dropdown contains the names and information of the approved recipients to whom leave can be donated. 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 the employee.

## LTP screen

The screenshot shows the LTP interface for employee Donald Q. Duck. The top navigation bar includes tabs for Personal, Payroll, Tour of Duty, Options, Timecard, Leave Requests, Telework Requests, and LTP. The main content area is divided into two sections: Donations and Accounts.

**Donations Section:**

- Available Annual Leave hours for donation: 30.0
- Available Restored Annual Leave hours for donation: 0.0
- Total donated Annual Leave hours: 0.0
- Total donated Restored Annual Leave hours: 0.0
- Form fields: Name Reason Org (dropdown), Hours Type (dropdown), Hours (input), Date (input).
- Table of existing donations:

Name	Reason	Org	Emergency Type	Hours Type	Hours	Date	Status	Delete
Brown, Sally	Broken Leg	UM	Personal Medical	Emergency Annual Leave	10.0	04/22/2014	Pending	<input type="checkbox"/>

**Accounts Section:**

- Form fields: Reason (dropdown), Emergency Type (dropdown), Begin Date (input), End Date (input).
- Table of existing accounts:

Reason	Emergency Type	Begin	End	Received	Used	Available	Action
Childs Asthma	Family Medical Emergency	04/21/2014		0.0	0.0	0.0	<input type="checkbox"/> Close

Buttons: OK, Reset

### Donate Leave

- Select the person 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 the available hours.

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

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

### Delete a pending donation

- Check the Delete box at the end of the donation line(s) to delete. You can only delete pending donations.
- Click OK.
- The LTP 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 LTP 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  
Cruise, Tom

NIH ITAS Integrated Time and Attendance System

## Reports

Report: Printable Timecard

Parameters

From: 04/20/2014 To: 05/03/2014

Employee: Duck, Donald Q.

Pay Periods: 04/20/14-05/03/14 2014/10

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 Duck, Donald Q. 04/20/2014-05/03/2014 (10-2014)**

SSN: 000-00-0012      SAC: UM      Abbr: UsrMnl

Approved by:      Transmitted On:      Tour Hours: 80.0      Annual Leave Category: 04      PP: 2014/10

Annual Leave 30.0      Credit Hours 0.0      Credit Hours Lost 0.0      Sick Leave 30.0      FFL Used 0.0      LB Donated YTD 0.0  
 Restored AL 0.0      Comp Time 0.0      Projected Comp Time Lost 0.0      Adv Sick Leave 0.0      VLTP Donated YTD 0.0      LB Leave 0.0  
 Projected AL 76.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose 0.0      VLTP Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
Change Indicators		T	T,TW	T	T,TW	T			T	T,TW	T	T,TW	T			
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30			
Shift Code		3	3	3	3	3			3	3	3	3	3			
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
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															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
Night Diff		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0



## 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 “Approved” radio buttons for the displayed leave requests.
Set All Denied	Button / Click	Selects all of “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 (Apr) 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"/>	Aaron, Hank	REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Bailey, George	REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Bowman, Tammie L.	REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Cook, Davey	REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Cruise, Tom	REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Duck, Donald	REG 80	No	<a href="#">Not Approved</a>	Leave Pending. This timecard cannot be approved.
<input type="radio"/>	<input checked="" type="radio"/>	Frost, Robert	REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Kent, Clark S	REG 40	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Mouse, Minnie	REG 80	No	<a href="#">Not Approved</a>	Leave Pending. This timecard cannot be approved.
<input type="radio"/>	<input checked="" type="radio"/>	Parker, Peter S	REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Ruth, Babe	ND 80, REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Smith, James	REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Starr, Brenda	REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Tubman, Harriet	REG 80	No	<a href="#">Not Approved</a>	
<input type="radio"/>	<input checked="" type="radio"/>	Wonka, Willie C	ND 80, REG 80	No	<a href="#">Not Approved</a>	

**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.
- Click the button to the left of the Type column to display the Start/Stop Times.

### 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. Clicking the button to the left of the Type column displays the employee's Timecard Details screen with the Start/Stop Times.

### Timecard screen

Employee: Walters, Barbara

SAC: MFXADB

Abbr: MFXADB

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 04 PP: 2014/23

Annual Leave 44.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 44.0 FFL Used 0.0 LB Donated YTD 0.0  
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VLTP Donated YTD 0.0 LB Leave 0.0  
 Projected AL 24.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 0.0 VLTP Leave 0.0

Type	Su 10/19	M 10/20	Tu 10/21	W 10/22	Th 10/23	F 10/24	Sa 10/25	Su 10/26	M 10/27	Tu 10/28	W 10/29	Th 10/30	F 10/31	Sa 11/01	Supps	Total
Change Indicators				TW							TW					
Tour Hours		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0	8.0				80.0
AM Core		10:00-10:30														
PM Core																
Shift Code		1	1	1	1	1			1	1	1	1				
<input type="checkbox"/> Regular		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0	8.0			0.0	80.0
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
Total Base	0.0	9.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	9.0	8.0	0.0	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

### Timecard Details screen

Employee: Walters, Barbara

Type: Regular Telework Type: Ad hoc and Regular Pay Period: 2014/23 Pay Period Total: 80.0

	Su 10/19	M 10/20	Tu 10/21	W 10/22	Th 10/23	F 10/24	Sa 10/25	Su 10/26	M 10/27	Tu 10/28	W 10/29	Th 10/30	F 10/31	Sa 11/01
Change Indicators				TW							TW			
Day Total	0.0	9.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	9.0	8.0	0.0	0.0
AM Core		10:00-10:30												
PM Core														
Telework	None	None	None	Regular	None	None	None	None	None	None	Regular	None	None	None
Start		07:30AM	07:30AM	07:30AM	07:30AM	07:30AM			07:30AM	07:30AM	07:30AM	07:30AM	07:30AM	
Stop		05:00PM	05:00PM	05:00PM	05:00PM	05:00PM			05:00PM	05:00PM	05:00PM	05:00PM	04:00PM	
Shift		1	1	1	1	1			1	1	1	1	1	

Change Indicators

- M - Sign-in/Sign-out time was modified
- T - Timecard modified
- \* - Supplement exists for the day
- TW - Telework on the day



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

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

- Approve Leave Requests
- Approve Timecards
- Approve Tours
- Manage Telework
- Approve Telework
- Approve Telework Tour
- Execute Reports

### Approve For screen

Approving Official  
McMillan, Terry

NIH ITAS | Integrated Time and Attendance System

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

## Approve for...

Approve for:

McMillan, Terry  
Starr, Brenda

---

**Instructions**

Select another user from the list and click OK.

- OK changes the current Official to the selected one.
- Reset clears out Approve for user and displays the logged in user.
- Click on left navigation area to go to different screens.

**Act as Alternate, “Approve For” screen**

**Approving Official**  
 McMillan, Terry  
 Acting As  
 Starr, Brenda

**NIH ITAS** Integrated Time and Attendance System

### Approve for...

Approve for

---

**Instructions**

Select another user from the list and click OK.

- OK changes the current Official to the selected one.
- Reset clears out Approve for user and displays the logged in user.
- Click on left navigation area to go to different screens.

**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

**Approving Official**  
McMillan, Terry

[Approve Leave](#)  
[Approve Timecards](#)  
[Approve for...](#)  
[Approve Tours](#)  
[Designate Alternates](#)  
[Manage Telework](#)  
[Approve Telework](#)  
[Approve Telework Tour](#)  
[Reports](#)  
[ITAS Messages](#)

Change Role:  
[Employee](#)

[About ITAS](#)  
[Help](#)  
[Close](#)

## Approve Tours

Employee Name	Current Tour	Requested Change	Comments
<a href="#">Frost, Robert</a>	Regular Work Schedule 80.00	<a href="#">Flexible 10.5 80.00</a>	I need a change in tour

**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](#)

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](#)

National Institutes of Health

Center for Information Technology

**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.

**Tour Of Duty screen**

**NIH ITAS** Integrated Time and Attendance System

Approving Official  
**McMillan, Terry**

- ▶ Approve Leave
- ▶ Approve Timecards
- ▶ Approve for...
- ▶ Approve Tours
- ▶ Designate Alternates
- ▶ Manage Telework
- ▶ Approve Telework
- ▶ Approve Telework Tour
- ▶ Reports
- ▶ ITAS Messages

Change Role:  
 ▶ Employee

▶ About ITAS  
 ▶ Help  
 ▶ Close

Tour Of Duty For: Frost, Robert  
 STATUS PENDING

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

Tour Type Flexible 10.5

Earn Credit Hours

Start/Stop Times Required

Sign In/Sign Out Required

Term Type Full-Time

Tour Hours 80.0

Last Tour of Duty Change 2013/24

Next Tour of Duty Change

Changes in Future Tour of Duty None

Special Pay Rate None Shift REG - Regular

Sick Leave 4

Annual Leave 08

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

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

<input type="checkbox"/> OT Earned-ARSOT															0.0
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

Request Comments  
 I need a change in tour

Comments

\*

**Tour Of Duty OT Earned-ARSOT Hours Details screen**

Approving Official  
McMillan, Terry
Integrated Time and Attendance System

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

Type: OT Earned-ARSOT      Telework Type: N/A      Pay Period: 2013/24      Pay Period Total: 0.0

	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
Start Stop														

**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.
Start / Stop Times Required	Information Only	Displays if employee is required to insert Start and Stop times into Timecard as part of the Maxiflex tour.
Sign In / Sign Out Required	Information Only	The check box was intended for use with the Maxiflex Tour Type, but was deemed unnecessary.
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. (Field will only be displayed if Employee is eligible for Telework.)
<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.



Label	Values / Actions	Description
(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 / Click	Ignores pending changes and redisplay the screen.

**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.**

**Approve / Deny Tour Of Duty Change Request**

- Click the Employee’s Name or Requested Change links to display the Tour Of Duty screen
- Click the REG hours zoom button (if applicable) 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 button 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 to select another LAO and perform the following functions on your behalf:

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

### Designate Alternates screen

The screenshot shows the 'Designate Alternates' screen. At the top, it displays the NIH ITAS logo and the text 'Integrated Time and Attendance System'. Below this, the title 'Designate Alternates' is centered. On the left side, there is a vertical navigation menu with the following items: 'Approving Official McMillan, Terry', 'Approve Leave', 'Approve Timecards', 'Approve for...', 'Approve Tours', 'Designate Alternates' (highlighted), 'Manage Telework', 'Approve Telework', 'Approve Telework Tour', 'Reports', 'ITAS Messages', 'Change Role: Employee', 'About ITAS', 'Help', and 'Close'. The main content area contains two columns of checkboxes: 'Assign Alternate LAOs' and 'Receive Email'. Under 'Assign Alternate LAOs', there are two rows: 'Starr, Brenda' with a checked box and 'Parker, Peter S' with an unchecked box. Under 'Receive Email', there are two rows: 'Starr, Brenda' with an unchecked box and 'Parker, Peter S' with an unchecked box. Below these checkboxes are 'OK' and 'Reset' buttons. At the bottom of the screen, there is a section labeled 'Instructions'.

### 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 McMillan, Terry		NIH ITAS Integrated Time and Attendance System					
<ul style="list-style-type: none"> <li>▶ Approve Leave</li> <li>▶ Approve Timecards</li> <li>▶ Approve for...</li> <li>▶ Approve Tours</li> <li>▶ Designate Alternates</li> <li>▶ Manage Telework</li> <li>▶ Approve Telework</li> <li>▶ Approve Telework Tour</li> <li>▶ Reports</li> <li>▶ ITAS Messages</li> <li>Change Role:                             <ul style="list-style-type: none"> <li>▶ Employee</li> </ul> </li> <li>▶ About ITAS</li> <li>▶ Help</li> <li>▶ Close</li> </ul>	<b>Manage Telework</b>						
	Employee	Telework Details	Status	Type	Start Date	Expiration Date	Termination Date
	Aaron, Hank	<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
	Bowman, Tammie L	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Cook, Davey	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Cruise, Tom	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Duck, Donald	<a href="#">Telework Details</a>	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	10/01/2013	10/01/2014	N/A
	Frost, Robert	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Kent, Clark S	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Mouse, Minnie	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Parker, Peter S	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Ruth, Babe	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Smith, James	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Starr, Brenda	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Tubman, Harriet	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Webb, Charlotte S	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A
	Wonka, Willie C	<a href="#">Telework Details</a>	Undetermined	N/A	N/A	N/A	N/A

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

Label	Values / Actions	Description
Employee	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 ability to request Telework was removed.

### 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

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

Label	Values / Actions	Description
Start Date	Valid Date	Displays the date the employee received Telework eligibility.
Expiration Date	Valid Date	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	Valid Date	Displays the date the employee’s ability to request Telework was removed. Termination date must be inserted if Status is set to Eligible Employee Declined to Telework, Ineligible Based on Conduct, Ineligible Based on Duties, Ineligible Based on Performance or Ineligible Based on Conduct, Duties, and Performance. The corresponding Termination Reason must also be selected.



Label	Values / Actions	Description
Type	Information Only	Displays the Type of Telework privileges the employee has: Regular, Ad Hoc or Regular and Ad Hoc (this field is determined by selection made from Status field.)
Status	Select Status	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.
Termination Reason	Select Reason	Displays the reason that an employee's Telework eligibility was removed. (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.

### Make an Employee Eligible for Telework

- Insert a Start Date.
- Select a specific Telework eligibility Status:
  - Eligible for Regular Telework
  - Eligible for Ad hoc Telework
  - Eligible for Ad hoc and Regular Telework
- Do not select a Termination Reason.
- Click OK.
- An email notification will be sent to the Employee and LAO informing them of the employee's Telework status.

**Note: An email notification will be sent to the Employee and LAO 30 days prior to the employee's telework Expiration Date. For the Employee to continue to be eligible for telework, the Expiration Date must be updated on or after the current Expiration Date.**

### Remove an Employee's Telework Eligibility

- Insert a Termination Date
- Select a Status that reflects the Employee's specific reason for removing Telework eligibility:
  - Eligible Employee Declined to Telework
  - Ineligible Based on Conduct
  - Ineligible Based on Duties
  - Ineligible Based on Performance
  - Ineligible Based on Conduct, Duties, and Performance
- Check the appropriate Termination Reason check box
- Click OK
- An email notification will be sent to the Employee and LAO informing them of the employee's Telework status.
- LAOs may also select a Status of "Ineligible Based on Tenure" for an Employee that does NOT have Telework eligibility. If a Status of "Ineligible Based on Tenure" is selected, do not insert Start Date, End Date or Termination Reason

## 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 "Approved" radio buttons for the displayed Telework requests.
Set All Denied	Button / Click	Selects all of "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

The screenshot shows the 'Approve Telework Tour Change Request' screen. At the top, it identifies the 'Approving Official' as Terry McMillan. The main heading is 'Approve Telework Tour Change Request'. Below this is a table with three columns: 'Employee Name', 'Current Tour', and 'Comments'. One entry is visible for 'Duck, Donald' with a 'Compressed Work Schedule 80.00' and a comment 'Need a change'. A sidebar on the left contains navigation links such as 'Approve Leave', 'Approve Timecards', 'Approve Tours', and 'Approve Telework Tour'. At the bottom, there are instructions, a 'Back to top' link, and footer information including 'NIH National Institutes of Health' and 'Center for Information Technology'.

**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

NIH ITAS Integrated Time and Attendance System

Approving Official  
**McMillan, Terry**

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

Tour Of Duty For: Duck, Donald  
 STATUS PENDING

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

Tour Type: Regular Work Schedule

Earn Credit Hours

Start/Stop Times Required

Sign In/Sign Out Required

Term Type: Full-Time

Tour Hours: 80.0

Last Tour of Duty Change: 2013/24

Next Tour of Duty Change:

Changes in Future Tour of Duty: None

Special Pay Rate: None Shift: REG - Regular

Sick Leave: 4

Annual Leave: 06

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

Telework Location: Home

Distribution of Biweekly Basic Work Requirements

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

Request Comments

Need a change

Comments

\*

**Tour of Duty Regular Hours Details screen with Telework**

Approving Official  
**McMillan, Terry**

- ▶ Approve Leave
- ▶ Approve Timecards
- ▶ Approve for...
- ▶ Approve Tours
- ▶ Designate Alternates
- ▶ Manage Telework
- ▶ Approve Telework
- ▶ Approve Telework Tour
- ▶ Reports
- ▶ ITAS Messages

Change Role:  
▶ Employee

- ▶ About ITAS
- ▶ Help
- ▶ Close

Integrated Time and Attendance System

Type: Regular      Telework Type: Ad hoc and Regular      Pay Period: 2013/24      Pay Period Total: 80.0

	Su	M	Tu TW	W	Th	F TW	Sa	Su	M	Tu TW	W	Th	F TW	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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														

**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.
Start / Stop Times Required	Information Only	Displays if employee is required to insert Start and Stop times into Timecard as part of the Maxiflex tour.
Sign In / Sign Out Required	Information Only	The check box was intended for use with the Maxiflex Tour Type, but was deemed unnecessary.
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. (Field will only be displayed if Employee is eligible for Telework.)



Label	Values / Actions	Description
<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 / Click	Ignores pending changes and redispays the screen.

**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.**

**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 button to process the request

## Reports

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

### Reports screen

Approving Official  
McMillan, Terry

NIH ITAS Integrated Time and Attendance System

## Reports

Report:

Parameters

From:  To:

Employee:

Pay Periods:

Approving Official  
McMillan, Terry

NIH ITAS Integrated Time and Attendance System

## Reports

Report:

Parameters:

From:  To:

Employee:

Pay Periods:

**Instructions**

Select the req...  
If needed, use...  
Note: Only app...  
OK validates ti...  
Reset ignores...  
Click on left na...

...ted report will open in a new browser window.  
...d.

- ATLR Report
- Leave Calendar Report
- Premium Pay Report
- Printable Timecard
- Sign-In/Sign-Out Report
- Telework Activity by Day of Week Report
- Telework Activity by Employee Report
- Telework Activity by Frequency Report
- Telework Activity by Telework Location Report
- Telework Activity by Term Type Report
- Telework Activity by Type Report
- Telework Eligibility by Expiration Date Report
- Telework Eligibility by Start Date Report
- Telework Eligibility by Status Report
- Telework Eligibility by Termination Date Report
- Telework Eligibility by Termination Reason Report
- Telework Request Status by Date Report
- Telework Request Status by Employee Report
- Telework Request Status by Official Duty Station Report
- Teleworkers by Official Duty Station Report

### Execute 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 Duck, Donald 10/20/2013-11/02/2013 (23-2013)**

SAC: LBDEMO

Abbr: LB DEMO

Approved by:

Transmitted On: Tour Hours: 80.0

Annual Leave Category: 06

PP: 2013/23

Annual Leave 8.0    Credit Hours 0.0    Credit Hours Lost 0.0    Sick Leave 4.0    FFL Used 0.0    LB Donated YTD 6.0  
 Restored AL 0.0    Comp Time 0.0    Projected Comp Time Lost 0.0    Adv Sick Leave 0.0    VLTP Donated YTD 0.0    LB Leave 0.0  
 Projected AL 40.0    Rel. Comp Time 0.0    Rel. Comp Time Charged 0.0    Use or Lose 0.0    VLTP Leave 0.0

Type	Su 10/20	MM 10/21 TW	T Tu 10/22	TW 10/23 TW	T Th 10/24	F 10/25	Sa 10/26	Su 10/27	TM 10/28 TW	T Tu 10/29	TW 10/30 TW	T Th 10/31	F 11/01	Sa 11/02	Supps	Total
Tour Hours		10.0	10.0	10.0	10.0				10.0	10.0	10.0	10.0				80.0
AM Core																
PM Core																
Regular		10.0	10.0	10.0	10.0				10.0	10.0	10.0	10.0			0.0	80.0
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
<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	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 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 displays the NIH ITAS logo and the user's name 'Admin Officer Webb, Charlotte S.'. Below the header, there is a 'Dashboard' link in the left navigation menu. The main content area shows a 'Pay Period' dropdown set to '01/20/14-05/03/14 2014/10'. A search filter is set to 'Personal' with a 'Go' button. Below the search area, there is a table of employees with columns for SSN, Personal, Timekeeper, Payroll, Tour of Duty, Lv. Cat., Access, Leave Balances, Timecards, Leave Requests, Telework Requests, LTP/Donate, Leave Bank, and Relationships. The table lists several employees with their respective details. At the bottom of the screen, there are buttons for 'Print TC', 'Print Pre-DFAS Pay Slip Regular', 'Print Pre-DFAS Pay Slip Mini', 'Print ATR', and a 'Reset' button.

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.
	Check Box	Select for reports at the bottom of the screen. <b>Not valid for Contractors.</b>



Label	Values	Description
SSN	Last 4 digits of SSN or Badge ID	Click to go to the Personal screen.
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	Click to go to the Leave Requests screen. <b>Not valid for Contractors.</b>
Telework Requests	Shows whether ad hoc telework has been requested and/or approved for the pay period	Displays if Employee is eligible for Ad hoc Telework. Click to go to the Telework Request screen. <b>Not valid for Contractors.</b>
LTP:Donate	Displays Donate	Click to go to the LTP screen. <b>Not valid for Contractors.</b>
Leave Bank	Displays Leave Bank	Click to go to the Leave Bank 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 Mini.
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 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 once in the employee's profile

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 shows the ITAS interface for an Admin Officer (Webb, Charlotte S.). The main header displays the NIH ITAS logo and the system name. Below the header, the user is logged in as 'Employee: Duck, Donald Q.'. A navigation bar contains tabs for Personal, Payroll, Tour of Duty, Options, Leave Balances, Timecard, Leave Requests, Telework Requests, LTP, LB, and Relationships. The 'Personal' tab is active, displaying a form for editing employee information. The form includes fields for SSN (xxxxx0012), LAN ID (DDU00012), Last Name (Duck), First Name (Donald), and Initial (Q). It also features dropdown menus for Agency Code (NIH), SAC Code (UM), Leave Approving Official (Appleseed, Johnny R.), and Timekeeper (Cruise, Tom). There are text input fields for Email Address and a checkbox for FLSA Employee. At the bottom of the form are 'OK' and 'Reset' buttons.

### 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.
- Click OK to save changes or Reset to ignore.

**AO Personal screen for Contractors**

Admin Officer  
Webb, Charlotte S.

NIH ITAS Integrated Time and Attendance System

Contractor: Ross, Betsy

Personal Payroll Options Relationships

Badge ID: 070707070 LAN ID: BRO07070

Last Name: Ross \* First Name: Betsy \* Initial:

Agency Code: NIH

SAC Code: LBDEMO \*

Email Address: workingforaliving@jobs.com \*

OK 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 once in the employee's profile

**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  
Webb, Charlotte S.

NIH ITAS Integrated Time and Attendance System

**Employee: Duck, Donald Q.**

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

Enter On Duty Date:  Service Computation Date:  Separation Date:

Status: Active

SAC Code:

Common Acct No.:

Approving Official: Appleseed, Johnny

Timekeeper: Cruise, Tom

Pay Basis:

Type:

Pay Plan:

Type of Appointment:

Military Status:

Remarks:

Special FMLA:



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

Label	Values / Actions	Description
Enter On Duty Date	Valid date	The effective of the employee's appointment.
Service Computation Date	Valid date	Service Computation Date – used to calculate the employee's annual leave category, except for SES employees.
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	The period of time for which the employee's salary is calculated.
Type	Select pay Type	The Federal employment system of pay for which the employee is assigned.
Pay Plan	Select Pay Plan	The employee's pay plan which is correlated to the employee's pay Type.
Type of Appointment	Select Type of Appointment	Checked against other pay and appointment fields. Only certain combinations are valid.
Military Status	Select Military Status if applicable	Denotes 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.

**Change an employee's payroll information**

- On the dashboard, find the appropriate employee and click on the 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 Commissioned Corps Officer**

**AO Payroll screen for Contractors**

Admin Officer  
Webb, Charlotte S.

**NIH ITAS** Integrated Time and Attendance System

**Contractor: Ross, Betsy**

Personal Payroll Options Relationships

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

Status: Active

SAC Code  \*

Common Acct No.  \*

Remarks

OK Reset

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

Label	Values / Actions	Description
Enter On Duty Date	Valid date	The effective date for which the Contractor may begin to use 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 the Payroll information to display the Payroll screen.
- Overtyping and/or making a selection from the dropdown lists.
- Click 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 once in the employee's profile

The Tour of Duty screen displays the employee's Tour of Duty for the current 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  
Webb, Charlotte S.

Employee: Duck, Donald Q.

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

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

Tour Type:

Earn Credit Hours:

Start/Stop Times Required:

Sign In/Sign Out Required:

Term Type:

Tour Hours:

Last Tour of Duty Change: 2014/10

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 \*

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
Shift		3	3	3	3	3			3	3	3	3	3		
Meal Break	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 / Actions	Description
Pay Period	Select Pay Period	Select the pay period for which 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	Checkbox	Check this box to request to be able to earn Credit Hours. Checked against Tour Type to see if Credit Hours can be earned.
Start / Stop Times Required	Checkbox	The check box will inform employees if they are required to insert Start and Stop times into their Timecard as part of the Maxiflex tour.
Sign In / Sign Out Required	Display Only	The check box was intended for use with the Maxiflex Tour Type, but was deemed unnecessary.
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 (0, 7, 11 or 14 for firefighters)	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. (Field will only be displayed if Employee is eligible for Telework.)
<b>Distribution of Biweekly Basic Work Requirements Table</b>		
Meal Break	Checkbox	Indicates whether a meal break is required.
(Regular) Zoom	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 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.
Create Timecard	Button / Click	Only displayed if there is no timecard (TC) for the selected employee and pay period. Click to create the TC.

**Note: The type of hours displayed in the Distribution of Biweekly Basic Work Requirements Table is dependent 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 Term Type.
- Update Tour Hours if needed.
- 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 the tour change is for Telework.
- Verify or change the Meal Breaks. Maxiflex employees should not select Meal Breaks.
- Click the (Regular) button to show the Hours Detail (Regular) screen for hours and verify or change the hours. Employees that currently have Regular Telework will need to access the Hours Detail (Regular) screen and select the Telework days again. If tour change is for a Maxiflex tour, do not insert values into Hours Detail (Regular) or summary screen.
- Click the (OT Earned – ARSOT) button to show the Hours Detail (Other) screen for hours and verify or change the hours. Employees that currently have Regular Telework will need to access the Hours Detail (Other) screen and select the Telework days again. If tour change is for a Maxiflex tour, do not insert values into Hours Detail (Other) or summary screen.
- 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.

**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 Commissioned Corps Officer**

**Regular Hours Detail screen**

Admin Officer  
Webb, Charlotte S.
Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Type: Regular      Telework Type: Ad hoc and Regular      Pay Period: 2014/10      Pay Period Total: 80.0

	Su	M	Tu TW	W	Th TW	F	Sa	Su	M	Tu TW	W	Th TW	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>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Start Stop</b>		07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM			07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	07:30AM 04:00PM	
<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 Stop</b>														

More

Tour OK Reset



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

Label	Values / Actions	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, these hours do not include meal breaks.</i>
Telework	Checkbox	Denotes that the following Start/Stop times for a given day are for Telework scheduled as part of 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	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 time minus the Start time, plus the meal break 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.

## 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 / Actions	Description
Leave Approving Official	Checkbox	Check to set the employee as an LAO.
Timekeeper	Checkbox	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	Checkbox	Check to set employee as an AO.
ITAS Administration	Checkbox – 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 button to accept changes or Reset button to clear changes.

**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 / Actions	Description
Timekeeper	Checkbox	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 or LAO privilege, there can be no employees assigned to the selected TK or LAO.**



### 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  
Webb, Charlotte S.
NIH ITAS Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Pay Period: 04/20/14-05/03/14 2014/10 Select

Leave Type	Prior Year	Earned/Granted	Used	Available		
Annual Leave	0.0	40.0	10.0	30.0	PT Carry Over	0.0 Annual 240.0
Annual Leave Donated Hours				VLTP	0.0	Leave Bank 0.0
Sick Leave	0.0	40.0	10.0	30.0	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  
Webb, Charlotte S.

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

Change Role:

- ▶ Employee
- ▶ Timekeeper

- ▶ About ITAS
- ▶ Help
- ▶ Close

Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Pay Period: 04/20/14-05/03/14 2014/10 Select

Leave Type	Prior Year	Earned/Granted	Used	Available		
Annual Leave	0.0	40.0	10.0	30.0	PT Carry Over	0.0
Annual Leave Donated Hours					Leave Bank	0.0
Projected Annual Leave		76.0			Begin Balance	0.0
Use/Lose Hours	0.0				Balance	0.0
Sick Leave	0.0	40.0	10.0	30.0	PT Carry Over	0.0
Advanced SL					Effective Date	Expiration Date
New Account		0.0	0.0	0.0	Delete Account	
- More						
Restored AL		0.0	0.0	0.0	Lost	2014/10 Total Available
Restored AL Donated Hours					Leave Bank	0.0
Comp Time		0.0	0.0	0.0	Earned	0.0 Used 0.0 Converting 2015/10
Religious Comp Time		0.0	0.0	0.0	Earned	0.0 Used 0.0 Converting 2014/14
Comp Time for Travel (CTT)					Earned	0.0 Used 0.0 Losing 2015/10
Credit Hours		0.0	0.0	0.0	Lost	0.0
FMLA		480.0	0.0	480.0	Effective Date	Apr 22 2014
FMLA - Annual Leave						
FMLA - Sick Leave						
FMLA - LWOP						
FMLA - VLTP CHASTHMA						
Expanded FMLA (LWOP)		24.0	0.0	24.0		
Family Friendly Leave			0.0	30.0		
Military Funeral Leave			0.0		Year	2014 Total Used 0.0
Mil Leave			0.0	0.0	Year	2014
Mil Leave-Spec		0.0	0.0	0.0	Year	2014
Mil Leave-DC			0.0		Year	2014 Total Used 0.0
Mil Leave-Tech		0.0	0.0	0.0	Year	2014
Excused Absence			0.0		Year	2014 Total Used 0.0
Court Leave			0.0		Year	2014 Total Used 0.0
Voting Leave			0.0		Year	2014 Total Used 0.0
Bone Marrow Donor		56.0	0.0	56.0	Year	2014
Organ Donor		240.0	0.0	240.0	Year	2014
Preventive Health		4.0	0.0	4.0	Year	2014
Time-Off Incentive			0.0	0.0	Year	2014
Home Leave			0.0	0.0		
Continuation of Pay					Date of Injury	Returned to Work Expires
Furl Lapsed Appr			0.0	0.0	Year	2014 Total Used 0.0
Furlough-Other			0.0		Year	2014 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
VLTP	CHASTHMA	0.0	0.0	0.0	End Date	
Non-Pay			0.0			

Leave Comments

OK Reset

**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  
Webb, Charlotte S.
NIH ITAS Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Pay Period: 04/20/14-05/03/14 2014/10 Select

SSN: 000-00-0012 SAC: UM ABR: UsrMnl

---

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 04 PP: 2014/10

---

Annual Leave 30.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 30.0 FFL Used 0.0 LB Donated YTD 0.0  
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VLTP Donated YTD 0.0 LB Leave 0.0  
 Projected AL 76.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 0.0 VLTP Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
Change Indicators		T	T,TW	T	T,TW	T			T	T,TW	T	T,TW	T			
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30			
Shift Code		3	3	3	3	3			3	3	3	3	3			
<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
<input type="checkbox"/> Sick Leave																0.0
<input type="checkbox"/> Other																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
<input type="checkbox"/> OT-Irregular Earned																0.0
<input type="checkbox"/> Holiday Pay																0.0
<input type="checkbox"/> Comp Time-Earned																0.0
<input type="checkbox"/> Night Diff		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"/> Other																0.0

**Timecard screen, Leave Types Expanded**

Admin Officer  
Webb, Charlotte S.
NIH ITAS Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Pay Period: 04/20/14-05/03/14 2014/10 Select

SSN: 000-00-0012 SAC: UM Abbr: UsrMnl

---

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 04 PP: 2014/10

---

Annual Leave 30.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 30.0 FFL Used 0.0 LB Donated YTD 0.0  
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VLTP Donated YTD 0.0 LB Leave 0.0  
 Projected AL 76.0 Rel Comp Time 0.0 Rel Comp Time Charged 0.0 Use or Lose 0.0 VLTP Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
Change Indicators		T	T,TW	T	T,TW	T			T	T,TW	T	T,TW	T			
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30			
Shift Code		3	3	3	3	3			3	3	3	3	3			
<input type="checkbox"/> 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
<input type="checkbox"/> Annual Leave																0.0 0.0
<input type="checkbox"/> Sick Leave																0.0 0.0
<b>- Other</b>																
<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-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
<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
<b>+ Other</b>																
<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"/> Night Diff		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			0.0 80.0
<input type="checkbox"/> Other																

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

### Timecard screen, Pay Types Expanded

Admin Officer  
Webb, Charlotte S.

Employee: Duck, Donald Q.

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

- Change Role:
- Employee
  - Timekeeper

- About ITAS
- Help
- Close

Pay Period: 04/20/14-05/03/14 2014/10

SSN: 000-00-0012      SAC: UM      Abbr: UsrMnl

Approved by:      Transmitted On:      Tour Hours: 80.0      Annual Leave Category: 04      PP: 2014/10

Annual Leave 30.0      Credit Hours 0.0      Credit Hours Lost 0.0      Sick Leave 30.0      FFL Used 0.0      LB Donated YTD 0.0  
 Restored AL 0.0      Comp Time 0.0      Projected Comp Time Lost 0.0      Adv Sick Leave 0.0      VLTP Donated YTD 0.0      LB Leave 0.0  
 Projected AL 76.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose 0.0      VLTP Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
<b>Change Indicators</b>		T	T,TW	T	T,TW	T			T	T,TW	T	T,TW	T			
<b>Tour Hours</b>		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
<b>AM Core</b>		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
<b>PM Core</b>		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30			
<b>Shift Code</b>		3	3	3	3	3			3	3	3	3	3			
<input type="checkbox"/> <b>Regular</b>		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"/> <b>Annual Leave</b>																0.0
<input type="checkbox"/> <b>Sick Leave</b>																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"/> <b>OT-Irregular Earned</b>																0.0
<input type="checkbox"/> <b>Holiday Pay</b>																0.0
<input type="checkbox"/> <b>Comp Time-Earned</b>																0.0
<input type="checkbox"/> <b>Night Diff</b>		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
<b>Other</b>																
<input type="checkbox"/> <b>Sun/Sat Diff</b>																0.0
<input type="checkbox"/> <b>OT Earned-ARSOT</b>																0.0
<input type="checkbox"/> <b>OT-Substitute Hours</b>																0.0
<input type="checkbox"/> <b>OT-Suffer&amp;Permit</b>																0.0
<input type="checkbox"/> <b>OT-Travel Earned</b>																0.0
<input type="checkbox"/> <b>OT-Training Earned</b>																0.0
<input type="checkbox"/> <b>Rel Comp-Earned</b>																0.0

**Timecard Hours Detail screen**

Admin Officer  
Webb, Charlotte S.

NIH ITAS

Integrated Time and Attendance System

Employee: Duck, Donaki Q.

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

Type: Regular      Telework Type: Ad hoc and Regular      Pay Period: 2014/10      Pay Period Total: 80.0

	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03
Change Indicators		I	I,TW	I	I,TW	I			I	I,TW	I	I,TW	I	
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
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30		
PM Core				12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30	
Telework	None	None	Regular	None	Regular	None	None	None	None	Regular	None	Regular	None	None
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	
Shift		3	3	3	3	3			3	3	3	3	3	
Telework	None	None	None	None	None	None	None	None	None	None	None	None	None	None
Start														
Stop														
Shift														

**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.

- Select a Telework type in the Hours Detail if needed. Select None to remove Telework hours. (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.

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## Leave Requests

Clicking the value in the Leave Requests column on the Dashboard or clicking the Leave Requests tab once in the Employee's profile, displays the Leave Request screen. Requests can be submitted for a past, current or future pay period. Requests can be submitted for a partial day, a full day or 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  
Webb, Charlotte S.
Integrated Time and Attendance System

---

Employee: Duck, Donald Q.

[Personal](#)
[Payroll](#)
[Tour of Duty](#)
[Options](#)
[Leave Balances](#)
[Timecard](#)
[Leave Requests](#)
[Telework Requests](#)
[LTP](#)
[LB](#)
[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	Request	Hours	Remark
Annual Leave	30.0	<input type="text"/>	<input type="text"/>	0.0	Projected: 76.0
Sick Leave	30.0	<input type="text"/>	<input type="text"/>	0.0	
Comp Time	0.0	<input type="text"/>	<input type="text"/>	0.0	

Leave Comments

---

#### Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Organ Donor	2.0	04/22/2014	1:30PM	3:30PM	Pending	This is a test
<input type="checkbox"/>	Bone Marrow Donor	2.0	04/22/2014	7:30AM	9:30AM	Pending	This is a test
<input type="checkbox"/>	Preventive Health	4.0	04/22/2014	9:30AM	1:30PM	Pending	This is a test



**Leave Requests, expanded view**

Admin Officer  
Webb, Charlotte S.

NIH ITAS

Integrated Time and Attendance System

Employee: Duck, Donald Q.

NIH ITAS

Integrated Time and Attendance System

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


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

- Change Role:
- ▶ Employee
- ▶ Timekeeper


- ▶ 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	30.0	0.0	Projected: 76.0
Sick Leave	30.0	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 newborn ▼
FMLA - Sick Leave		0.0	Birth of a child/care of a newborn ▼
FMLA - LWOP		0.0	Birth of a child/care of a newborn ▼
FMLA - VLTP CHASTHMA		0.0	Birth of a child/care of a newborn ▼
Expanded FMLA (LWOP)	24.0	0.0	Elder Care ▼
Family Friendly Leave	30.0	0.0	Care of family member - child birth ▼
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	
VLTP CHASTHMA	0.0	0.0	
Leave Without Pay		0.0	

**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 + button 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 Requests

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

### Telework Requests Screen

Admin Officer  
Webb, Charlotte S.
Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

▶ Dashboard

▶ Reports

▶ New Employee

▶ New Contractor

▶ Organizations

Change Role:

▶ Employee

▶ Timekeeper

▶ 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	04/25/2014	7:30AM	4:00PM	Pending	This is a test

**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 four 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 box next to the telework request(s) to delete.
- Click OK button.



## LTP

Clicking the value in the LTP: Donate column on the Dashboard or clicking the LTP tab once in the Employee's profile, displays the LTP Donations and Accounts screen. This screen allows you (on behalf of an employee) to donate some or all of an employee's Annual or Restored Annual leave to an approved recipient. You can also check the status of any leave donated to you.

The Donations section of the screen displays the leave available to donate. The Name/Reason/Org dropdown contains the names and information of approved recipient. 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 an employee.

### LTP screen

Admin Officer  
Webb, Charlotte S.

NIH ITAS Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

Agency: NIH

### Donations

Available Annual Leave hours for donation : 30.0      Total donated Annual Leave hours : 0.0  
 Available Restored Annual Leave hours for donation : 0.0      Total donated Restored Annual Leave hours : 0.0

Name Reason Org Hours Type Hours Date  
 Select a Name Reason Org Select an Hour Type 04/22/2014

Name	Reason	Org	Emergency Type	Hours Type	Hours	Date	Status	Delete
Brown, Sally	Broken Leg	UM	Personal Medical Emergency	Annual Leave	10.0	04/22/2014	Pending	<input type="checkbox"/>

### Accounts

Reason Emergency Type Begin Date End Date  
 Select a Reason Select an Emergency Type

Reason	Emergency Type	Begin	End	Received	Used	Available	
Childs Asthma	Family Medical Emergency	04/21/2014		0.0	0.0	0.0	<input type="checkbox"/> Close

OK Reset

### Donate Leave

- Select the recipient 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 the donor's available hours.

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

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

### Delete a pending donation

- Check the Delete box at the end of the donation line(s) to delete. You can only delete pending donations.
- Click OK.
- The LTP 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.

## Leave Bank

Clicking the value in the Leave Bank column on the Dashboard or clicking the LB tab once in the Employee's profile, displays the Leave Bank screen. You must have the Leave Bank Case Manager role in order to access the data from this screen.

### LB Screen

Admin Officer Webb, Charlotte S.	Integrated Time and Attendance System	
Dashboard Reports New Employee New Contractor Organizations	Employee: Duck, Donald Q. Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests Telework Requests LTP <b>LB</b> Relationships	
Change Role: Employee Timekeeper	Access denied. You do not have privileges to access this resource.	
About ITAS Help Close	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](#)

National Institutes of Health

Center for Information Technology

## Relationships

Clicking the value in the Relationships column on the Dashboard or clicking the Relationships tab once in the employee’s profile, displays the Access Level screen. This screen allows you to set up relationships for a specific person that is dependent 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  
Webb, Charlotte S.

NIH ITAS Integrated Time and Attendance System

Employee: Appleseed, Johnny R.

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

Access Level : LAO/EMP

Supervisor to Employee Go

Assign	Employees	Current LAO
<input checked="" type="checkbox"/>	Brown, Charlie	Appleseed, Johnny R
<input checked="" type="checkbox"/>	Brown, Sally	Appleseed, Johnny R
<input checked="" type="checkbox"/>	Cruise, Tom	Appleseed, Johnny R
<input checked="" type="checkbox"/>	Duck, Donald Q	Appleseed, Johnny R
<input checked="" type="checkbox"/>	Hogan, Hulk	Appleseed, Johnny R
<input checked="" type="checkbox"/>	Mouse, Mickey	Appleseed, Johnny R
<input checked="" type="checkbox"/>	Wonka, Willie C	Appleseed, Johnny R

OK Reset

### LAO – Supervisor to Alt Supervisor screen

Admin Officer  
Webb, Charlotte S.

NIH ITAS Integrated Time and Attendance System

Employee: Appleseed, Johnny R.

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

Access Level : LAO/EMP

Supervisor to Alt Supervisor Go

Assign	Alternate LAOs
<input checked="" type="checkbox"/>	Brown, Charlie
<input type="checkbox"/>	Wonka, Willie C

OK Reset

**Timekeeper – Timekeeper to Employee screen**

Admin Officer  
Webb, Charlotte S.

**NIH ITAS** Integrated Time and Attendance System

Employee: Cruise, Tom

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

Access Level: TK/EMP

Timekeeper to Employee

Assign	Employees	Current Timekeeper
<input checked="" type="checkbox"/>	Appleseed, Johnny R	Cruise, Tom
<input checked="" type="checkbox"/>	Brown, Charlie	Cruise, Tom
<input checked="" type="checkbox"/>	Brown, Sally	Cruise, Tom
<input checked="" type="checkbox"/>	Duck, Donald Q	Cruise, Tom
<input checked="" type="checkbox"/>	Hogan, Hulk	Cruise, Tom
<input checked="" type="checkbox"/>	Mouse, Mickey	Cruise, Tom
<input checked="" type="checkbox"/>	Wonka, Willie C	Cruise, Tom

**Timekeeper – Timekeeper to Alt Timekeeper screen**

Admin Officer  
Webb, Charlotte S.

**NIH ITAS** Integrated Time and Attendance System

Employee: Cruise, Tom

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

Access Level: TK/EMP

Timekeeper to Alt Timekeeper

Assign	Alternate Timekeepers
<input type="checkbox"/>	Mouse, Mickey
<input type="checkbox"/>	Starr, Brenda



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

Label	Values / Actions	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.

**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.



## Reports

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

### Reports screen

Admin Officer  
Webb, Charlotte S.

Integrated Time and Attendance System

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

Change Role:

- ▶ Employee
- ▶ Timekeeper

- ▶ About ITAS
- ▶ Help
- ▶ Close

## Reports

Report:

Parameters

From:  To:

Employee:

Pay Periods:

SAC Code:

### Execute 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 Duck, Donald Q. 04/20/2014-05/03/2014 (10-2014)**

SSN: 000-00-0012      SAC: UM      Abbr: UsrMnl

Approved by:      Transmitted On:      Tour Hours: 80.0      Annual Leave Category: 04      PP: 2014/10

Annual Leave 30.0      Credit Hours 0.0      Credit Hours Lost 0.0      Sick Leave 30.0      FFL Used 0.0      LB Donated YTD 0.0  
 Restored AL 0.0      Comp Time 0.0      Projected Comp Time Lost 0.0      Adv Sick Leave 0.0      VLTP Donated YTD 0.0      LB Leave 0.0  
 Projected AL 76.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose 0.0      VLTP Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
Change Indicators		T	T,TW	T	T,TW	T			T	T,TW	T	T,TW	T			
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30			
Shift Code		3	3	3	3	3			3	3	3	3	3			
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
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
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
Night Diff		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0

## 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 / Committee Members
- Un-separate a Federal employee Reinststate Federal employees who have previously been added to ITAS and then separated

### New Employee screen

Admin Officer  
Webb, Charlotte S.

NIH 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](#)

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](#)

National Institutes of Health

Center for Information Technology

### 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 additional 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  
Webb, Charlotte S.

NIH ITAS Integrated Time and Attendance System

Employee:

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

SSN: xxxxx9999 LAN ID:

Last Name \* First Name \* Initial

Agency Code NIH\*

SAC Code LBDEMO\*

Leave Approving Official \*

Timekeeper \*

Email Address

FLSA Employee

OK Reset

### New Employee – Multiple Appointment(s)

The screenshot shows the 'New Employee' form in the ITAS system. The user is logged in as Admin Officer Webb, Charlotte S. The form title is 'New Employee'. The SSN field contains '000005151'. Below the SSN field are three radio buttons: 'New', 'Multiple Appt.' (which is selected), and 'Unseparate'. An 'OK' button is located below the radio buttons. The 'Instructions' section states: '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.' A 'Back to top' link is provided. The footer contains the system name, division, center, and department information, along with accessibility and plugin links, and the NIH logo.

### 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

The screenshot shows the 'New Employee' form in the ITAS system. The user is logged in as Admin Officer Webb, Charlotte S. The form title is 'New Employee'. The SSN field contains '000005152'. Below the SSN field are three radio buttons: 'New', 'Multiple Appt.', and 'Unseparate' (which is selected). An 'OK' button is located below the radio buttons. The 'Instructions' section states: '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.' A 'Back to top' link is provided. The footer contains the system name, division, center, and department information, along with accessibility and plugin links, and the NIH logo.

### 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 – Reinstatement contractors who have previously been added to ITAS and then separated

### New Contractor screen

### Add New Contractor

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

**New Contractor – Unseparate**

Admin Officer  
Webb, Charlotte S.
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](#)
NIH National Institutes of Health

**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

### 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.

### Create or Modify Core Hours for an existing organization

- Make a selection from the Organizations dropdown list.
- Click Go.
- If Core Hours are in the AM, the AO must insert both AM Start Time and AM Stop Time.
- If Core Hours are in the PM, the AO must insert both PM Start Time and PM Stop Time.
- AO can NOT insert Core Hours in more than 9 work days.

**Note: Core hours are required for organizations that will allow employees to have a Maxiflex tour of duty. AO cannot delete all Core Hours for an Organization if there are employees currently on a Maxiflex tour of duty.**

**Steps to delete an existing organization**

- Make a selection from the Organizations dropdown list
- Click the Go button
- Click the Delete button
- Click the OK button on the Confirmation screen

***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 an AO (Administrative Officer) to one or more SAC or remove access to the SAC(s)

#### AO SAC Access screen

The screenshot shows the 'AO SAC Access' screen. At the top, it displays the user 'Bailey, George' and the system name 'NIH ITAS Integrated Time and Attendance System'. A left-hand navigation menu includes options like 'AO SAC Access', 'Change SSN', 'ITAS Messages', 'Change Role: Employee', 'Admin Officer', 'LB Case Manager', 'About ITAS', 'Help', and 'Close'. The main content area is titled 'AO SAC Access' and features a dropdown menu for 'Administrative Officers' currently set to 'Webb, Charlotte S', with a 'GO' button. Below this are 'OK', 'Reset', 'Set All Assigned', and 'Set All Unassigned' buttons. A table lists various SACs with checkboxes in the 'Assign' column and their descriptions.

Assign	SACs	Description
<input type="checkbox"/>	DEMO1	LB Demo for OHR
<input type="checkbox"/>	HNC	Laboratory of Pathology
<input type="checkbox"/>	HNC1	OFFICE OF THE DIRECTOR
<input type="checkbox"/>	HNC14	OFFICE OF COMMUNICATIONS AND EDUCATION
<input type="checkbox"/>	HNC14-4	Operations Branch
<input type="checkbox"/>	HNC149	HEALTH PROMOTION BRANCH
<input type="checkbox"/>	HNC14E2	MASS MEDIA BRANCH
<input type="checkbox"/>	HNC14H	Office of Cancer Information Services, OC, NCI
<input type="checkbox"/>	HNC14L2	Cancer Publications Branch
<input type="checkbox"/>	HNC14N	BUSINESS OPERATIONS BRANCH
<input type="checkbox"/>	HNC14P	COMMUNICATIONS PLANNING AND COORDINATION BRANCH
<input type="checkbox"/>	HNC14Q	COMMUNICATIONS TECHNOLOGY BRANCH
<input type="checkbox"/>	HNC14R	OFFICE OF PUBLIC INFORMATION AND RESOURCE MANAGEMENT
<input type="checkbox"/>	HNC14S	Office of Dissemination Initiatives and Partnerships
<input type="checkbox"/>	HNC14T	Office of Cancer Content Management
<input type="checkbox"/>	HNC14T2	International Cancer Research Databank Branch

#### Steps to assign AO SAC Access

- Make a selection from the Administrative Officers dropdown list
- Click the GO button
- Check the Assign box for the desired SAC or click Set All Assigned to check all boxes
- Click the OK button

#### Steps to remove SAC Access

- Make a selection from the Administrative Officers dropdown list
- Click the GO button
- Check the Assign box for the desired SAC or click Set All Unassigned to uncheck the boxes
- Click the OK button

## 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

### Steps to change SSN

- Enter the incorrect SSN
- Click the Go button
- Verify that the correct Employee Information is displayed
- Enter the correct SSN
- Click the OK button
- Verify the information on the confirmation screen and click the OK button

### Populated Change SSN screen



### Change SSN Confirmation screen



You are about to change SSN of Parker, Peter S (LBDEMO ) from 999999991 to 999699991.  
Please be patient during the update process, it might take up to 3 minutes.

Press OK to accept changes or Cancel to reject changes.

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

## Leave Bank Case Manager Actions

The following screens and functions are available to a limited number of Admin Officers when signed on under the Leave Bank Case Manager role. Clicking the LB Case Manager link on the left navigation area displays the menu items available under this role.

### Manage Leave Bank Contributions

Clicking the Manage LB Dues link on the left navigation area displays the Manage Leave Bank Dues Contributions screen. This screen allows you to approve, deny, or waive a Leave Bank membership request. The membership request is displayed after the employee submits a request from the Leave Bank Membership screen.

### Manage Leave Bank Dues Contributions screen

LB Case Manager  
Bailey, George

NIH ITAS Integrated Time and Attendance System

Manage Leave Bank Dues Contributions

Agency: NIH

Apv	Dny	Waive	Member Name	Dues	Year	Available Hrs	Membership Date	VLTP	LB	Warning
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Brown, Charlie	6.0	2014	0.0	10/23/2013	N	N	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Kent, Clark S	3.0	2014	0.0	10/23/2013	N	N	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Smart, Maxwell	4.0	2013	0.0	10/23/2013	Y	N	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Smart, Maxwell	4.0	2014	0.0	10/23/2013	Y	N	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Worth, Mary	6.0	2013	160.0	10/23/2013	N	N	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Worth, Mary	6.0	2014	160.0	10/23/2013	N	N	

**Table 25 – Manage Leave Bank Dues Contributions Screen Field Descriptions**

Label	Values / Actions	Description
Apv	Radio Button	Used to approve the membership request.
Dny	Radio Button	Used to cancel the membership request.
Waive	Radio Button	Used to waive the membership request if there is insufficient annual leave hours available.
Member Name	Information Only	Name of the employee that submitted the membership request.
Dues	Information Only	Current annual leave accrual rate for the employee that submitted the membership request.
Year	Information Only	Leave year in which the contribution will be applied.
Available Hrs	Information Only	Current annual leave balance.
Membership Date	Information Only	Date on which the membership request was submitted.
VLTP	Information Only	Current VLTP recipient? Y/N
LB	Information Only	Current Leave Bank recipient? Y/N
Warning	Information Only	Informational message concerning the membership request.
Set All Approved	Button / Click	Selects all Apv radio buttons.
Set All Denied	Button / Click	Selects all Dny radio buttons.
Set All Waived	Button / Click	Selects all Waive radio buttons.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redispays the screen.



### Steps to process Membership Requests

- Select the appropriate radio button:
  - Apv – approves the request and deducts the contribution amount from the employee's annual leave balance
  - Dny – cancels the request
  - Waive – approves the request, but **does not** deduct the contribution amount from the employee's annual leave balance
- Click the OK button
- Manage Leave Bank Dues Contributions screen is displayed without the membership request

### Manage Leave Bank Accounts

Clicking the Manage LB Dues link on the left navigation area displays the Manage Leave Bank Dues Contributions screen. This screen allows you to create, edit and close Leave Bank accounts.

#### Manage Leave Bank Accounts screen

LB Case Manager  
**Bailey, George**
Integrated Time and Attendance System

▶ Distribute LB Hours  
 ▶ Manage LB Accounts  
 ▶ Manage LB Dues  
 ▶ Reports  
 Change Role:  
 ▶ Employee  
 ▶ Admin Officer  
 ▶ ITAS Administration  
 About ITAS  
 ▶ Help  
 ▶ Close

## Manage Leave Bank Accounts

Agency: NIH

Available Leave Bank Hours: 82002.0      Total Hours Distributed: 40.0

\*Member Name    \*Acct ID    \*Emergency Type    \*Begin Date    \*End Date

Select the name of a Leave Bank member        Select an Emergency Type

Member Name	SAC	Emergency Type	Acct ID	Begin Date	End Date	Received	Used	Available	
Cook, Davey	LBDEMO	Personal Medical Emergency	14-22102-02-01	10/01/2013	09/30/2014	0.0	0.0	0.0	<input type="checkbox"/> Close
Mouse, Minnie	LBDEMO	Personal Medical Emergency	14-10101-01-01	10/20/2013	12/31/2013	40.0	0.0	40.0	<input type="checkbox"/> Close
Mouse, Minnie	LBDEMO	Family Medical Emergency	14-10101-01-02	10/20/2013	01/10/2014	0.0	0.0	0.0	<input type="checkbox"/> Close



**Table 26 – Manage Leave Bank Accounts Screen Field Descriptions**

Label	Values / Actions	Description
Available Leave Bank Hours	Information Only	Current number of hours available in the Leave Bank.
Total Hours Distributed	Information Only	Current number of hours that have been distributed from the Leave Bank.
Member Name	List of members / Dropdown List	List of employees that have been approved for Leave Bank membership.
Acct ID	Account ID / User Input	Unique identifier for a Leave Bank account.
Emergency Type	Emergency Types / Dropdown List	List of emergency types for a Leave Bank account.
Begin Date	Date / User Input	Begin date of the Leave Bank account.
End Date	Date / User Input	End Date of the Leave Bank account.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redisplay the screen.
Member Name	Information Only	Name of Leave Bank member.
SAC	Information Only	Standard Administration Code of the Leave Bank member.
Emergency Type	Information Only	Emergency type for the Leave Bank account.
Acct ID	Account ID / User Input	Unique identifier for a Leave Bank account.
Begin Date	Date / User Input	Begin date of the Leave Bank account.
End Date	Date / User Input	End Date of the Leave Bank account.
Received	Information Only	Amount of Leave Bank hours distributed to the account.
Used	Information Only	Amount of Leave Bank hours used.
Available	Information Only	Amount of Leave Bank hours available.
Close	Checkbox	Used to close the Leave Bank account.

**Steps to create a Leave Bank Account**

- Select a name from the Member Name list
- Enter an Acct ID (duplicate Acct IDs are not permitted)
- Select an Emergency Type
- Enter a valid Begin Date (must be after the employee's enter on duty date)
- Enter a valid End Date
- Click the OK button
- Manage Leave Bank Accounts screen is displayed with the newly created account

**Steps to edit a Leave Bank Account**

- Edit the Acct ID, Begin Date and/or the End Date
- Click the OK button
- Manage Leave Bank Accounts screen is displayed with the edited account

**Steps to close Leave Bank Account**

- Check the Close checkbox for an account
- Click the OK button
- Manage Leave Bank Accounts screen is displayed without the closed account

### Distribute Leave Bank Hours

Clicking the Manage LB Dues link on the left navigation area displays the Manage Leave Bank Dues Contributions screen. This screen allows you to distribute Leave Bank hours to recipients.

#### Distribute Leave Bank Hours screen

LB Case Manager  
Bailey, George

NIH ITAS Integrated Time and Attendance System

## Distribute Leave Bank Hours

Agency: NIH

Available Leave Bank Hours: 81902.0      Total Hours Distributed: 140.0

\*Recipient Name      \*Hours  
     

Recipient Name	SAC	Account Number	Hours	Date	Status
Cook, Davey	LBDEMO	14-22102-02-01	20.0	10/23/2013	Approved
Mouse, Minnie	LBDEMO	14-10101-01-02	80.0	10/23/2013	Approved
Mouse, Minnie	LBDEMO	14-10101-01-01	40.0	10/21/2013	Approved

OK      Reset

**Table 27 - Distribute Leave Bank Hours Screen Field Descriptions**

Label	Values / Actions	Description
Available Leave Bank Hours	Information Only	Current number of hours available in the Leave Bank.
Total Hours Distributed	Information Only	Current number of hours that have been distributed from the Leave Bank.
Recipient Name	List of recipient / Dropdown List	List of employees that have Leave Bank accounts.
Hours	Hours / User Input	Number of hours granted to the recipient.
OK	Button / Click	Validates changes and applies updates, if no errors are found.
Reset	Button / Click	Ignores changes and redispays the screen.
Recipient Name	Information Only	Name of Leave Bank recipient.
SAC	Information Only	Standard Administration Code of the Leave Bank recipient.
Account Number	Information Only	Unique identifier for a Leave Bank account
Hours	Information Only	Number of hours granted to the recipient.
Date	Information Only	Date hours were granted to the recipient.
Status	Information Only	Status of the distributed hours – will always display Approved



### Steps to distribute Leave Bank Hours

- Select a name from the Recipient Name list
- Enter the number of hours to be distributed to the recipient
- Click the OK button
- Distribute Leave Bank Hours screen is displayed with a line item for the distributed hours

**Note: The following Leave Bank hours distribution rules apply:**

- **480 hours for a Personal Emergency in a leave year**
- **240 hours for a Family Emergency in a leave year**
- **720 total hours in a leave year**

## Reports

Clicking the Reports link, for the Leave Bank Case Manager role, on the left navigation area displays the Reports screen.

### Reports

LB Case Manager  
Bailey, George

Integrated Time and Attendance System

- ▶ Distribute LB Hours
- ▶ Manage LB Accounts
- ▶ Manage LB Dues
- ▶ Reports

Change Role:

- ▶ Employee
- ▶ Admin Officer
- ▶ ITAS Administration

- ▶ About ITAS
- ▶ Help
- ▶ Close

## Reports

Report: Leave Bank Balance Report

Parameters

From: 10/20/2013 To: 11/02/2013

### Leave Bank Balance Report

Integrated Time and Attendance System						
Leave Bank Balance Report						
From: 10/20/2013 To: 11/02/2013						
Current Date: Oct 23 2013 13:22:43 EDT						
Generated for Leave Bank Case Manager: Bailey, George						
Current Balance: 81948.0						
Donor	Recipient	Date	Description	Withdrawal	Deposit	Balance
Emerson, Ralph W	Leave Bank	09/12/2013	Donation		10.0	82052.0
Leave Bank	Mouse, Minnie	10/21/2013	Distribution	40.0		82012.0
Leave Bank	Cook, Davey	10/23/2013	Distribution	20.0		81992.0
Leave Bank	Mouse, Minnie	10/23/2013	Distribution	80.0		81912.0
Smith, James	Leave Bank	10/23/2013	Membership Contribution		6.0	81918.0
Leave Bank	Mouse, Minnie	10/23/2013	Distribution	60.0		81858.0
Mouse, Minnie	Leave Bank	10/23/2013	Return		80.0	81938.0
Cook, Davey	Leave Bank	10/23/2013	Return		20.0	81958.0

### Leave Bank Opt Out Report

Integrated Time and Attendance System		
Leave Bank Opt Out Report		
Leave Year 2013		
From: 10/20/2013 To: 11/02/2013		
Current Date: Oct 23 2013 13:25:53 EDT		
Generated for Leave Bank Case Manager: Bailey, George		
Employee Name	IC	Opt Out Date
Cook, Davey	National Cancer Institute (NCI)	10/22/2013
Mouse, Minnie	National Cancer Institute (NCI)	10/23/2013



## Leave Balances

Clicking the Admin Officer link on the left navigation area displays the Dashboard. This screen allows you to access the Leave Balances screen of the Leave Bank recipients for whom you are responsible.

From the Dashboard, click the link in the Leave Balances column for the Leave Bank recipient. The following fields can be edited for a Leave Bank account:

- Hours Granted
- Begin Date
- End Date

## Admin Officer Dashboard

The screenshot shows the Admin Officer Dashboard for the NIH ITAS system. The user is identified as 'Admin Officer, Bailey, George'. The dashboard includes a navigation menu on the left with options like 'Dashboard', 'Reports', 'New Employee', 'New Contractor', 'Organizations', 'Change Role', 'Employee', 'ITAS Administration', 'LB Case Manager', 'About ITAS', 'Help', and 'Close'. The main content area displays a table of employees with various columns. The 'Pay Period' is set to '10/20/13-11/02/13 2013/23'. There are search and filter options, and a table with 15 columns: SSN, Personal, Timekeeper, Payroll, Tour of Duty, Lv. Cat., Access, Leave Balances, Timecards, Leave Requests, Telework Requests, LTP: Donate, Leave Bank, and Relationships. The table lists 20 employees with their respective details. At the bottom, there are buttons for 'Print TC', 'Print Pre-DFAS PaySlip Regular', 'Print Pre-DFAS PaySlip Mini', 'Print ATR', and 'Reset'.

SSN	Personal	Timekeeper	Payroll	Tour of Duty	Lv. Cat.	Access	Leave Balances	Timecards	Leave Requests	Telework Requests	LTP: Donate	Leave Bank	Relationships
xxxx-3050	Aaron, Hank	Chaise, Tom	LEOEMO	00	04	EMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	N/A
xxxx-0001	Bowman, Tammy L.	Chaise, Tom	LEOEMO	00	04	TKEMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	Maintain
xxxx-4321	Cook, Daisy	Bowman, Tammy L.	LEOEMO	00	04	EMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	N/A
xxxx-0041	Chaise, Tom	Bowman, Tammy L.	LEOEMO	00	04	TKEMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	Maintain
xxxx-0181	Cook, Duffy D.	Chaise, Tom	LEOEMO	0	00	EMP	Balances	N/A	Request	Request	Donate	Leave Bank	N/A
xxxx-5432	Cook, Donald	Chaise, Tom	LEOEMO	00	00	EMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	N/A
xxxx-3040	Ellis, Robert	Chaise, Tom	LEOEMO	00	00	TKEMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	Maintain
xxxx-3191	Kent, Clark S.	Chaise, Tom	LEOEMO	40	04	EMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	N/A
xxxx-0062	Mohrman, Terry	Chaise, Tom	LEOEMO	00	04	TKEMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	Maintain
xxxx-2122	Morris, Mirna	Chaise, Tom	LEOEMO	00	04	EMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	N/A
xxxx-0021	Palmer, Patrick	Chaise, Tom	LEOEMO	00	04	TKOEMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	Maintain
xxxx-4145	Ruff, Baba	Chaise, Tom	LEOEMO	00	04	EMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	N/A
xxxx-3031	Smith, James	Chaise, Tom	LEOEMO	00	04	EMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	N/A
xxxx-5678	Star, Brenda	Chaise, Tom	LEOEMO	00	00	TKOEMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	Maintain
xxxx-0181	Tubman, Harriet	Chaise, Tom	LEOEMO	00	04	EMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	N/A
xxxx-2123	Webb, Charlele S.	Chaise, Tom	LEOEMO	00	04	TKOEMP	Balances	None	Request	Request	Donate	Leave Bank	N/A
xxxx-3131	Worick, Willie C.	Chaise, Tom	LEOEMO	00	04	EMP	Balances	Unapproved	Request	Request	Donate	Leave Bank	N/A



**Leave Balances screen**

Admin Officer  
Webb, Charlotte S.
NIH ITAS Integrated Time and Attendance System

Employee: Mouse, Minnie

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

Pay Period: 04/20/14-05/03/14 2014/10 Select

Leave Type	Prior Year	Earned/Granted	Used	Available				
Annual Leave	0.0	0.0	0.0	0.0	PT Carry Over	0.0	Annual	240.0
Annual Leave Donated Hours					VLTP	0.0	Leave Bank	0.0
Projected Annual Leave		118.0			Begin Balance	0.0		
Use/Lose Hours	0.0				Balance	0.0		
Sick Leave	0.0	0.0	0.0	0.0	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	Lost	2014/10	Total Available	0.0
Restored AL Donated Hours					VLTP	0.0	Leave Bank	0.0
Comp Time		0.0	0.0	0.0	Earned	0.0	Used	0.0 Converting 2015/10
Religious Comp Time		0.0	0.0	0.0	Earned	0.0	Used	0.0 Converting 2014/14
Comp Time for Travel (CTT)				0.0	Earned	0.0	Used	0.0 Losing 2015/10
Credit Hours		0.0	0.0	0.0	Lost	0.0		
FMLA		480.0	0.0	480.0	Effective Date	Apr 23 2014		
FMLA - Annual Leave				0.0				
FMLA - Sick Leave				0.0				
FMLA - LB 14-00123-01-01				0.0				
FMLA - LWOP				0.0				
FMLA - VLTP PHYTher				0.0				
Expanded FMLA (LWOP)		24.0	0.0	24.0				
Family Friendly Leave				0.0				
Military Funeral Leave				0.0	Year	2014	Total Used	0.0
Mil Leave				0.0	Year	2014		
Mil Leave-Spec		0.0	0.0	0.0	Year	2014		
Mil Leave-DC				0.0	Year	2014	Total Used	0.0
Mil Leave-Tech		0.0	0.0	0.0	Year	2014		
Excused Absence				0.0	Year	2014	Total Used	0.0
Court Leave				0.0	Year	2014	Total Used	0.0
Voting Leave				0.0	Year	2014	Total Used	0.0
Bone Marrow Donor		56.0	0.0	56.0	Year	2014		
Organ Donor		240.0	0.0	240.0	Year	2014		
Preventive Health		4.0	0.0	4.0	Year	2014		
Time-Off Incentive				0.0	Year	2014		
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	2014	Total Used	0.0
Furlough-Other				0.0	Year	2014	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				10.0				
VLTP		PHYTher	10.0	0.0	10.0	End Date		
Leave Bank					SL Accrual	0.0	AL Accrual	0.0
Balance				40.0				
Leave Bank 14-00123-01-01		40.0	0.0	40.0	Begin Date	04/20/2014	End Date	09/30/2014
Non-Pay				0.0				

Leave Comments

OK    Reset



### Steps to edit the Leave Bank Account

- Edit the Hours Granted, Begin Date and/or the End Date
- Enter Comments
- Click the OK button
- Leave Balances screen is displayed with the edited account information

**Note:** *The following Leave Bank hours granted rules apply:*

- **480 hours for a Personal Emergency in a leave year**
- **240 hours for a Family Emergency in a leave year**
- **720 total hours in a leave year**

### Leave Bank

Clicking the Admin Officer link on the left navigation area displays the Dashboard. This screen allows you to access the Leave Bank screen of the Leave Bank recipients for whom you are responsible.

From the Dashboard, click the link in the Leave Bank column for the Leave Bank recipient. The following fields can be viewed for a Leave Bank account:

- Acct ID
- Begin Date
- End Date
- Received
- Used
- Available

### Leave Bank screen

The screenshot shows the ITAS interface. On the left is a navigation menu with options like Dashboard, Reports, New Employee, etc. The main area displays the user 'Bailey, George' and the employee 'Mouse, Minnie'. A series of tabs includes Personal, Payroll, Tour of Duty, Options, Leave Balances, Timecard, Leave Requests, Telework Requests, LTP, LB, and Relationships. Below the tabs, it shows 'Agency: NIH' and a section titled 'Accounts' with a table of Leave Bank accounts.

Acct ID	Begin	End	Received	Used	Available
Leave Bank 14-10101-01-01	10/20/2013	12/31/2013	100.0	0.0	100.0

### Non-NIH Employee Donate to Leave Bank

Clicking the Admin Officer link on the left navigation area displays the Dashboard. This screen allows you to access the Leave Bank screen of non-NIH employees for whom you are responsible.

From the Dashboard, check the Display non-NIH employees box and click the Go button. Click the link in the Leave Bank column for the non-NIH employee.

### Leave Bank screen

Admin Officer  
Bailey, George

Employee: Emerson, Ralph W.

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

Agency: HUD

**Donations**

Available Annual Leave hours for donation : 0.0  
Available Restored Annual Leave hours for donation : 0.0

Total donated Annual Leave hours 20.0  
Total donated Restored Annual Leave hours : 0.0

Hours Type \* Hours \* Comments

Select an Hour Type

Hours Type	Hours	Comments	Date	Status	Delete
Annual Leave	10.0		09/04/2013	Approved	
Annual Leave	10.0		09/12/2013	Approved	

OK Reset

### Donate Leave

- 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.
- Optional – Enter the name of a Leave Bank recipient into the Comments field.
- Click OK.
- Click OK on the Confirmation screen.
- The Leave Bank screen is displayed with the new donation line with a Status of Approved.



## Maxiflex Work Schedule: Overview

The Maxiflex Work Schedule is a type of flexible work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period. A full-time Maxiflex employee has a basic work requirement of 80 hours for the biweekly pay period and may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.<sup>1</sup>

ITAS is typically a timekeeping by exception system. Maxiflex is NOT a timekeeping by exception work schedule. After being approved for a Maxiflex tour of duty, employees must enter their exact hours into their Timecard for every biweekly pay period. Supervisors can elect to require Maxiflex employees to enter Start and Stop times onto their timecards.

### **Maxiflex Prerequisites**

Organizations and employees that wish to use the Maxiflex Work Schedule must perform the following steps in order to utilize the Maxiflex Work Schedule:

1. Admin Officer adds Core Hours via the Organizations screen. See *Maxiflex: Admin Officer - Add Core Hours* section for details.
2. Admin Officer or Timekeeper changes the employee's TOD to Maxiflex for the current pay period or the Employee may submit a TOD change request for the future pay period. See *Maxiflex: Employee Actions – Tour of Duty: Request a Maxiflex Tour of Duty* section for details.
3. Once approved for a Maxiflex tour of duty, a Maxiflex employee may edit his/her Timecard via Certify Timecard (menu item only available to Maxiflex employees.) See *Maxiflex: Employee Actions - Certify Timecard* section for details.

The following sections outline the Maxiflex Work Schedule functionality by role.

<sup>1</sup> <http://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/alternative-work-schedules/>

## Maxiflex: Employee Actions

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

### Tour of Duty: Request a Maxiflex Tour of Duty

Clicking Tour of Duty in the left navigation area allows the employee to request a Maxiflex tour. Once completed, the employee's LAO receives the request and can either approve or deny. If approved, the tour change is effective as of the next Pay Period.

**Note: The employee's organization must have at least one day with Core hours in order to utilize the Maxiflex Work Schedule.**

#### Tour of Duty screen

NIH ITAS Integrated Time and Attendance System

**Employee**  
Brown, Sally

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty

- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages

- ▶ About ITAS
- ▶ Help
- ▶ Close

## 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

Start/Stop Times Required

Sign In/Sign Out Required

\*Term Type:

Tour Hours:  \*

Last Tour of Duty Change: 2014/10

\*Next Tour of Duty Change:

Changes in Future Tour of Duty:

\*Special Pay Rate:  \*Shift:

Sick Leave: 4

Annual Leave: 04

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

Telework Status: Undetermined

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"/>														
Regular															0.0
<b>Total Base</b>	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	0.0
<input type="checkbox"/> OT Earned-ARSOT															0.0

\*Comments

I would like to change to the Maxiflex tour.



### Steps to Request a Maxiflex Tour of Duty for a Full Time Employee

- Log into ITAS
- Click the Tour of Duty menu item
- Select Maxiflex Work Schedule from the Tour Type list
- Click the Go button
- Enter comments.
- Click the OK button to submit the change request

### Steps to Request a Maxiflex Tour of Duty for a Part-Time Employee

- Log into ITAS
- Click the Tour of Duty menu item
- Select Maxiflex Work Schedule from the Tour Type list
- Click the Go button
- Part-time from the Term Type list
- Set Tour Hours to less than 80
- Enter comments
- Click the OK button to submit the change request

### Maxiflex Tour of Duty Validation

- If an employee selects the Maxiflex Work Schedule, but the Employee's Organization does NOT have established Core Hours, the following error message will be displayed: *Employee's Organization must have Core Hours in order to use the Maxiflex Tour Type.* The employee must contact his/her Admin Officer and request Core Hours for the employee's Organization.
- If a full-time employee requests a Maxiflex Work Schedule, and changes the Tour Hours to greater or fewer than 80, the following error message will be displayed: *Error! Tour Hours: Full-Time employees should have 80 hours.*
- If a part-time employee requests a Maxiflex Work Schedule with 80 or more Tour Hours, the following error message will be displayed: *Error! Tour Hours: Part time employees cannot have 80 or more hours.*
- If an employee requesting a Maxiflex Work Schedule inserts hours into the Distribution of Biweekly Basic Work Requirements section for the amount of the total Tour Hours, the following error message will be displayed: *Error! Distribution of Biweekly Basic Work is not allowed for the Maxiflex Tour Type.*
- If an employee requesting a Maxiflex Work Schedule inserts hours into the Distribution of Biweekly Basic Work Requirements section for an amount greater or less than the total Tour Hours, the following error message will be displayed: *Error! Tour Hours: Total hours does not equal to the Tour Hours.*



### Certify Timecard

The Certify Timecard functionality is only available to employees on an approved Maxiflex tour of duty. **Certify Timecard in the left navigation area allows Maxiflex employees to enter daily work hours, as well as certify that the employee has satisfied his/her Organization's Core Hour requirements.** If the employee has **NOT** satisfied the Organization's core hour requirements, the employee may edit the Regular hours in his/her Timecard or submit a Leave Request for all or part of the Core Hours.

ITAS will automatically calculate the total hours when the Start/Stop times are entered on the Timecard Details screen. A 30-minute meal break will be automatically deducted for 8 or more hours of work.

**Note regarding meal periods:** If you are working more than 5 hours but less than 8 hours, you have the option of an unpaid meal period and, if taken, you must manually adjust your total hours worked for the day by subtracting 30 minutes. Employees working 8 or more hours have a 30 minutes unpaid meal period automatically deducted.

### Certify Timecard screen

Employee  
Curry, Ann
NIH ITAS
Integrated Time and Attendance System

Certify Timecard

Pay Period: 10/19/14-11/01/14 2014/23

SAC: MFXADB      Abbr: MFXADB

---

Approved by:
Transmitted On:
Tour Hours: 80.0
Annual Leave Category: 04
PP: 2014/23

---

Annual Leave 34.0

Credit Hours 0.0

Credit Hours Lost 0.0

Sick Leave 34.0

FLL Used 0.0

LB Donated YTD 0.0

Restored AL 0.0

Comp Time 0.0

Projected Comp Time Lost 0.0

Adv Sick Leave 0.0

VLTP Donated YTD 0.0

LB Leave 0.0

Projected AL 24.0

Rel. Comp Time 0.0

Rel. Comp Time Charged 0.0

Use or Lose 0.0

VLTP Leave 0.0

Type	Su 10/19	M 10/20	Tu 10/21	W 10/22	Th 10/23	F 10/24	Sa 10/25	Su 10/26	M 10/27	Tu 10/28	W 10/29	Th 10/30	F 10/31	Sa 11/01	Supps	Total
Change Indicators																
Tour Hours																80.0
AM Core		10:00-10:30														
PM Core																
<input type="checkbox"/> Regular															0.0	0.0
<input type="checkbox"/> Annual Leave															0.0	0.0
<input type="checkbox"/> Sick Leave															0.0	0.0
+ Other																
<b>Total Base</b>	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	0.0	0.0
- OT-Irregular Earned																
<input type="checkbox"/> OT-Irregular Earned															0.0	0.0
- Holiday Pay																
<input type="checkbox"/> Holiday Pay															0.0	0.0
- Comp Time-Earned																
<input type="checkbox"/> Comp Time-Earned															0.0	0.0
- Other																

### Timecard Details screen

#### Steps to designate Regular Telework:

- Click the Certify Timecard menu item
- For each day of the week worked, enter regular work hours in the Regular row
- Click the gray box next to Regular
- Select Regular from the Telework dropdown list
- Click the OK button to save changes or the Reset button to clear changes

#### Steps to remove Ad Hoc or Regular Telework:

- Click the Certify Timecard menu item
- Click the gray box next to Regular
- Select None from the Telework dropdown list
- Click the OK button to save changes or the Reset button to clear changes

#### Steps to Certify the Timecard:

- Click the Certify Timecard menu item
- For each day of the week worked, enter regular work hours in the Regular row (If a day, or part of a day, is to be Ad hoc Telework, insert hours into Timecard, save and then proceed to Request Telework screen.)
- Click the gray box next to Regular to insert Start and Stop times (Employees may be required to insert Start and Stop times – see Tour of Duty screen to determine if Start and Stop Times Required is checked.) **NOTE: Only 3 separate Start and Stop Times are allowed in a 24-hour period.**
- Click the OK button to save changes or the Reset button to clear changes
- All of the Regular hours worked must be entered before the end of the current pay period
- Click the Certify Hours button to certify the Timecard and verify that the Regular hours have met the Organization’s core hour requirements

**Note: Certifying a Timecard will automatically verify the Timecard as well. Once certified, the employee will no longer be able to edit the Timecard.**



### Certify Timecard Validation

- If an employee attempts to enter more than 3 Start/Stop Times on the Regular Hours Details screen, the following error message will be displayed: *Error! Employee on Maxiflex tour is allowed up to 3 Start and Stop Times within a 24 hour period.*
- If an employee selects Regular from the Telework list, but has not entered Regular hours for the day, the following error message will be displayed: *Error! Please enter Regular hours for the Telework date: MM/DD*
- If an employee selects Ad hoc from the Telework list, the following error message will be displayed: *Error! Please submit your Ad hoc telework request through Request Telework.*
- If an employee attempts to certify the Timecard, but has not met the organization's Core Hours for a given day, the following error message will be displayed: *Error! Core Hours have not been met, please update Regular Hours or submit a leave request.*
- If an employee attempts to insert more than 13 Regular hours to the Timecard for a given day, the following error message will be displayed: *Error! Maxiflex employees cannot have more than 13 hours for the workday.*
- If an employee attempts to insert less than 2 Regular hours to the Timecard for a given day, the following error message will be displayed: *Error! Maxiflex employees cannot have less than 2 hours for the workday.*
- If a full-time employee attempts to certify the timecard with greater than or less than 80 hours for a biweekly pay period, the following error message will be displayed: *Error! Full-Time Maxiflex tours must be equal to 80 hours per pay period.*
- If a full-time employee attempts to certify the timecard with greater than 60 hours for a workweek, the following error message will be displayed: *Error! Full time Maxiflex employees cannot have more than 60 hours for the workweek.*
- If a part-time employee attempts to certify the timecard with greater than  $\frac{3}{4}$  of the total tours hours in a single workweek, the following error message will be displayed: *Error! Part time Maxiflex employees cannot have more than three quarters of tour hours for the workweek.*
- If an employee attempts to add Annual Leave or Sick Leave to his/her Timecard, the following error message will be displayed: *Error! Hours cannot be incremented more than requested from timecard for Leave.*



## Request Leave

Employees on a Maxiflex tour of duty will be able to request leave. Clicking the Request Leave menu item displays the Request Leave screen.

Requests to use leave can be made for past, current or future pay periods. Requests can be made for a partial day, a full day or multiple days. Multiple types of leave may be requested for the same day. Each individual leave request must be saved before proceeding to the next. An email is sent to the requestor's LAO automatically each time a leave request is submitted.

**Note: If there are Regular hours on the Timecard, please remove them prior to submitting a full day leave request. Timecard must have Regular hours for a leave request of less than 2 hours.**

### Request Leave Screen

Employee  
Cruise, Tom

Integrated Time and Attendance System

- ▶ Request Leave
- ▶ Request Telework
- ▶ Certify Timecard
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- Change Role:
  - ▶ Timekeeper
- ▶ 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		
6	00	AM	<input checked="" type="radio"/> PM <input type="radio"/>

End Time

Number of Hours:

OR

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

[Calculate Hours](#)

Leave Comments

This is a test

**Existing Leave Requests**

There are no existing requests

### Steps to Request Leave:

- A request for an employee may be submitted if there are no hours on the Timecard for the requested date
- Enter Start Date (Enter a Send Date for a range of days)
- Select a Start Time
- Select an End Time or enter the Number of Hours
- Enter the Hours for the designated Leave type
- Enter a comment if needed
- Click the OK button



### Steps to remove an existing request

- Scroll down to the Existing Leave Requests section
- Check Cancel next to an individual request
- Click OK button

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

### Leave Request Validation

- If an employee fails to select a Start Time, the following error message will be displayed: *Error! Start time: Enter Start time and hours.*
- If an employee fails to select an End Time or enter the Number of Hours, the following error message will be displayed: *Error! End time: Enter End time and/or hours.*
- If an employee attempts to submit a leave request without entering Start or Stop Times and Hours, the following error message is displayed: *Error! Start time: Enter Start time and hours.*
- If an employee attempts to submit a Leave Request for more than 13 hours, the following error message will be displayed: *Error! Cannot submit a leave request for more than 13 hours per workday for MM/DD/YYYY*
- If an employee attempts to submit a Leave Request for less than 2 hours, and there are no hours on the timecard for the date of the request, the following error message will be displayed: *Error! Cannot submit a leave request for less than 2 hours per workday for MM/DD/YYYY*
- If an employee submits a Leave Request for less than 13 hours, the request may make the employee's total tour hours exceed the 80 hours biweekly maximum, the employee will not receive an error message. However, the employee's LAO will not be able to approve the Leave Request. The employee's LAO will see the following warning: *Leave hours cannot be more than hours worked.* The employee's LAO must deny the Leave Request and the employee must resubmit a Leave Request for the number of hours that will NOT exceed the 80 hour biweekly maximum.

## Request Telework

Clicking Request Telework in the left navigation area displays the Request Telework screen. The Request Telework screen is used to make Ad Hoc requests.

Requests can be made for a partial day, a full day or multiple days. Partial telework requests and leave requests can be made for the same day, as long as there is no overlap in time and there are hours available. An email is automatically sent to the employee's LAO and the employee each time a Telework Request is submitted.

### Request Ad Hoc Telework Screen

The screenshot shows the 'Request Ad Hoc Telework' screen. On the left is a navigation menu with options like 'Request Leave', 'Request Telework', 'Certify Timecard', etc. The main content area has a header with the NIH ITAS logo and the title 'Request Ad Hoc Telework'. Below the header, there is a note: 'A field with an asterisk (\*) before it is a required field.' The form includes fields for '\*Start Date:' (with a date picker set to 04/25/2014) and 'End Date:'. A section for 'For partial day of telework day' contains a 'Start Time' field with dropdowns for Hour (7), Minute (00), and AM/PM (PM selected), and an 'End Time' field with a 'Number of Hours' input (2) and an 'OR' section with Hour, Minute, and AM/PM dropdowns, plus a 'Calculate Hours' link. There is also a '\*Telework Location' dropdown set to 'Home' and a 'Telework Comments' text area containing 'This is a test'. At the bottom, there is a section for 'Existing Telework Requests' which states 'There are no existing requests' and 'OK' and 'Reset' buttons.

### Steps to Request Ad Hoc Telework:

- Click the Request Telework menu item
- Enter the Start Date
- Select the Start Time
- Enter the Number of Hours or select the End Time
- Select the Telework Location
- Enter a comment if needed
- Click the OK button



### Steps to delete an Ad Hoc Telework Request

- Scroll down to the Existing Telework Requests section
- Check the Delete box next to the telework request
- Click the OK button

**Note: Only pending and future requests can be deleted.**

### Request Ad Hoc Telework Validation

- If an employee attempts to submit an Ad hoc Telework Request without entering Start or Stop Times and Hours, the following error message is displayed: *Error! Start time: Enter Start time and hours.*
- If an employee attempts to submit an Ad hoc Telework Request without selecting an End Time or enter the Number of Hours, the following error message is displayed: *Error! End time: Enter End time and/or hours.*
- If an employee attempts to submit an Ad hoc Telework Request for the more than 13 hours, the following error message will be displayed: *Error! Cannot submit a telework request for more than 13 hours per workday for MM/DD/YYYY*

## Maxiflex: Timekeeper Actions

The following screens and functions are available to Timekeepers.

### Tour of Duty

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

- Clicking the link in the Tour of Duty column of the Dashboard
- Clicking the link in the Lv.Cat. column of the Dashboard
- Once in the employee's profile, click the Tour of Duty tab

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

**Note: Core hours are required for organizations that will allow employees to have a Maxiflex tour of duty. Contact the Admin Officer if the Core hours have not been entered for the employee's organization**

### Tour of Duty Screen

Timekeeper  
Cruise, Tom
Integrated Time and Attendance System

Employee: Brown, Charlie

Act as Alternate

Dashboard

Reports

---

Change Role:

Employee

---

About ITAS

Help

Close

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

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

Tour Type:

Earn Credit Hours

Start/Stop Times Required

Sign In/Sign Out Required

Term Type:

Tour Hours:

Last Tour of Duty Change: None

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\*

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
Shift															
Meal Break	<input type="checkbox"/>														
Regular															0.0
<b>Total Base</b>	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	0.0
<input type="checkbox"/> OT Earned-ARSOT															0.0



### Steps to display Tour Information

- Navigate to the Tour of Duty screen
- Select a Pay Period from the list
- Click the Select button
- The screen is refreshed with the Tour information for the selected pay period

### Steps to change a tour to Maxiflex (Full-Time) in the current pay period

- Select Maxiflex Work Schedule from the Tour Type list
- Click the Go button
- *Optional* - Check the Earn Credit Hours checkbox if employee is eligible to earn credit hours
- *Optional* - Check the Start/Stop Times Required checkbox if employee is required to insert Start and Stop Times into the Timecard
- Click the OK button
- Ensure that the Distribution of Basic Biweekly Work Requirements fields are cleared of all data.
- Click the Timecard tab
- Remove all Regular hours, including Start/Stop times from the timecard
- Click the OK button

### Steps to change a tour to a Maxiflex (Part-Time) in the current pay period

- Select Maxiflex Work Schedule from the Tour Type list
- Click the Go button
- *Optional* - Check the Earn Credit Hours checkbox if employee is eligible to earn credit hours.
- *Optional* - Check the Start/Stop Times Required checkbox if employee is required to insert Start and Stop times into the Timecard.
- Select Part-Time from the Term Type list
- Set the Tour Hours to less than 80
- Click the OK button
- Ensure that the Distribution of Basic Biweekly Work Requirements fields are cleared of all data.
- Click the Timecard tab
- Remove all Regular hours, including Start/Stop times from the timecard
- Click the OK button

### Steps to change a tour to a Maxiflex for a future pay period

- Select the future pay period from the Pay Period list
- Click the Select button
- Select Maxiflex Work Schedule from the Tour Type list
- Click the Go button
- *Optional* - Check the Earn Credit Hours checkbox if employee is eligible to earn credit hours.
- *Optional* - Check the Start/Stop Times Required checkbox if employee is required to insert Start and Stop times into the Timecard.
- Select Part-time or Full-Time from the Term Type list
- Set the Tour Hours to the appropriate value
- Click the OK button
- Ensure that the Distribution of Basic Biweekly Work Requirements fields are cleared of all data

### Common Maxiflex Tour of Duty Validation

- If Timekeeper selects the Maxiflex Work Schedule, but the employee's Organization does not have Core Hours, the following error message will be displayed: *Employee's Organization must have Core Hours in order to use the Maxiflex Tour Type.*
- If Timekeeper inserts hours into the Distribution of Biweekly Basic Work Requirements section, the following error message will be displayed: *Error! Distribution of Biweekly Basic Work is not allowed for the Maxiflex Tour Type.*
- If a Timekeeper switches an employee's Tour of Duty to Maxiflex during a pay period, the hours from the previous tour will remain in employee's Timecard. Timecards are only created when a



pay period is closed and are not automatically updated when an employee's tour changes within the period.



## Timecard

Clicking the link in the Timecards column on the Dashboard or clicking the Timecard tab once in the employee's profile displays the Timecard. This screen contains information about the current employee and pay period including leave balances, pay hours, and leave used.

The Timekeeper can populate the pay and leave hours, as well as designate telework days for a Maxiflex employee.

ITAS will automatically calculate the total hours when the Start/Stop times are entered on the Timecard Details screen. A 30-minute meal break will be automatically deducted for 8 or more hours of work.

**Note regarding meal periods:** If you are working more than 5 hours but less than 8 hours, you have the option of an unpaid meal period and, if taken, you must manually adjust your total hours worked for the day by subtracting 30 minutes. Employees working 8 or more hours have a 30 minutes unpaid meal period automatically deducted.

### Timecard

Timekeeper  
Cruise, Tom

Integrated Time and Attendance System

Employee: Brown, Charlie

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

Pay Period: 04/20/14-05/03/14 2014/10 Select

---

SSN: 000-00-0016
SAC: UM
Abbr: Usr/Mnl

---

Approved by:
Transmitted On:
Tour Hours: 60.0
Annual Leave Category: 04
PP: 2014/10

---

Annual Leave 10.0  
 Restored AL 0.0  
 Projected AL 0.0

Credit Hours 0.0  
 Comp Time 0.0  
 Rel. Comp Time 0.0

Credit Hours Lost 0.0  
 Projected Comp Time Lost 0.0  
 Rel. Comp Time Charged 0.0

Sick Leave 10.0  
 Adv Sick Leave 0.0  
 Use or Lose 0.0

FFL Used 0.0  
 VLTP Donated YTD 0.0  
 VLTP Leave 0.0

LB Donated YTD 0.0  
 LB Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
Change Indicators																
Tour Hours																60.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30			
Shift Code		2		2	2	2			2	2	2	2	2			
<input type="checkbox"/> Regular		13.0		13.0		13.0			2.0	2.0	13.0	2.0	13.0		0.0	71.0
<input type="checkbox"/> Annual Leave															0.0	0.0
<input type="checkbox"/> Sick Leave															0.0	0.0
+ Other																
<b>Total Base</b>	0.0	13.0	0.0	13.0	0.0	13.0	0.0	0.0	2.0	2.0	13.0	2.0	13.0	0.0	0.0	71.0
+ OT-Irregular Earned																
<input type="checkbox"/> OT-Irregular Earned															0.0	0.0
+ Holiday Pay																
<input type="checkbox"/> Holiday Pay															0.0	0.0
+ Comp Time-Earned																
<input type="checkbox"/> Comp Time-Earned															0.0	0.0
+ Credit Hours-Earned																
<input type="checkbox"/> Credit Hours-Earned															0.0	0.0
+ Other																

OK Reset

### Regular Hours Detail Screen

Timekeeper  
Cruise, Tom
NIH ITAS Integrated Time and Attendance System

Employee: Brown, Charlie

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

Type: Regular      Telework Type: Ad hoc and Regular      Pay Period: 2014/10      Pay Period Total: 71.0

	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03
Change Indicators		T,TW							T,TW					
Day Total	0.0	13.0	0.0	13.0	0.0	13.0	0.0	0.0	2.0	2.0	13.0	2.0	13.0	0.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30		
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30	
Telework	None	Ad hoc	None	None	None	None	None	None	Regular	None	None	None	None	None
Start		07:00AM 08:00PM							01:00AM 03:00AM					
Stop														
Shift		2		2		2			2	2	2	2	2	
Telework	None	None	None	None	None	None	None	None	None	None	None	None	None	None
Start														
Stop														
Shift														

#### Steps to designate Regular Telework:

- Navigate to the employee's timecard
- Click the gray box next to Regular
- Select Regular from the Telework dropdown list for a day with Regular hours
- Click the OK button to save changes or the Reset button to clear changes

#### Steps to designate Ad hoc Telework:

- Navigate to the employee's timecard
- Click the gray box next to Regular
- Select Ad hoc from the Telework dropdown list for a day with Regular hours
- Click the OK button to save changes or the Reset button to clear changes

#### Steps to remove Ad Hoc or Regular Telework:

- Navigate to the employee's timecard
- Click the gray box next to Regular
- Select None from the Telework dropdown list
- Click the OK button to save changes or the Reset button to clear changes

#### Timecard Validation

- If a Timekeeper attempts to enter more than 3 Start/Stop Times on the Regular Hours Details screen, the following error message will be displayed: *Error! Employee on Maxiflex tour is allowed up to 3 Start and Stop Times within a 24 hour period.*
- If a Timekeeper selects Regular from the Telework list, but has not entered Regular hours for the day, the following error message will be displayed: *Error! Please enter Regular hours for the Telework date: MM/DD*
- If a Timekeeper selects Ad hoc from the Telework list, the following error message will be displayed: *Error! Please enter Regular hours for the Telework date: MM/DD*
- If a Timekeeper attempts to insert more than 13 Regular hours to the Timecard for a given day, the following error message will be displayed: *Error! Maxiflex employees cannot have more than 13 hours for the workday.*



- If a Timekeeper attempts to insert less than 2 Regular hours to the Timecard for a given day, the following error message will be displayed: *Error! Maxiflex employees cannot have less than 2 hours for the workday.*
- If a Timekeeper attempts to save the timecard for a full-time employee, with more than 80 hours for a biweekly pay period, the following error message will be displayed: *Error! Full-Time Maxiflex tours must be equal to 80 hours per pay period.*



### Leave Requests

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

Timekeepers submitting a Leave Request for an employee on a Maxiflex Tour of Duty must include Start Date, Start Time and hours for the selected leave type.

**Note: If there are Regular hours on the Timecard, please remove them prior to submitting a full day leave request. Timecard must have Regular hours for a leave request of less than 2 hours.**

#### Leave Request Screen

Timekeeper  
Cruise, Tom

Integrated Time and Attendance System

Employee: Duck, Donald Q.

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

- ▶ Act as Alternate
- ▶ Dashboard
- ▶ Reports

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	Hours	Remark
Annual Leave	0.0	<input type="text" value="2.0"/>	Projected: 118.0
Sick Leave	0.0	<input type="text" value="0.0"/>	
Comp Time	0.0	<input type="text" value="0.0"/>	

Leave Comments

This is a test

**Existing Requests**

There are no existing requests



### Steps to submit a Leave Request

- Enter the Start Date
- Select the Start Time
- Select the End Time or enter the Number of Hours
- Enter the Hours for the designated Leave type
- Enter a comment if needed
- Click the OK button

### Steps to delete existing requests

- Scroll down to the Existing Leave Requests section.
- Check the Delete box next to the request.
- Click the OK button

### Common Maxiflex Leave Requests Validation

- If a Timekeeper attempts to submit a leave request without a Start Time for, the following error will be displayed: *Start time : Enter Start time and hours.*
- If a Timekeeper attempts to submit a leave request without an End Time or Hours, the following error message will be displayed: *End time: Enter End time and/or hours.*
- If a Timekeeper attempts to submit a leave request for more than 13 hours for a single day, the following error message will be displayed: *Cannot submit a leave request for more than 13 hours per workday for MM/DD/YYYY*
- If a Timekeeper attempts to submit a leave request for less than 2 hours, the following error message will be displayed: *Cannot submit a leave request for less than 2 hours per workday for MM/DD/YYYY*
- If a Timekeeper submits a Leave Request for an employee on a Maxiflex tour of duty for less than 13 hours, but the request will make the employee's total tour hours exceed the 80 hour biweekly maximum, the employee's LAO will not be able to approve the Leave Request. The employee's LAO will see the following warning: *Leave hours cannot be more than hours worked.* The employee's LAO must deny the Leave Request and the Timekeeper or employee must resubmit a Leave Request for a number of hours that will NOT exceed the 80 hour biweekly maximum.



## Maxiflex: Admin Officer Actions

The following screens and functions are available to Admin Officers when signed on under the AO role.

### Add Core Hours

For an Organization to allow employees to request a Maxiflex tour of duty, the Admin Officer must first create Core Hours. Clicking Organizations in the left navigation area displays the Organization screen. This screen allows you to add, modify or remove Core Hours.

#### Organizations Screen

### Create, Modify or Remove Core Hours for an Organization

- Make a selection from the Organizations list
- Click the Go button
- If Core Hours are in the AM, the AO must enter both AM Start Time and AM Stop Time
- If Core Hours are in the PM, the AO must enter both PM Start Time and PM Stop Time
- AO cannot enter Core Hours for more than 9 work days

**Note: Core hours are required for organizations that will allow employees to have a Maxiflex tour of duty. AO cannot delete all Core Hours for an Organization if there are employees currently on a Maxiflex tour of duty.**

### Common Core Hours Validation

- If an AO inserts a Start Time, but does not insert a Stop time for Core Hours the following error message will be displayed: *Error! AM Core End Time for Day 2 (Monday): Please enter the time in the HH:MM AM format, for example 7:30 AM.*
- If an AO inserts an AM time into PM Core Hours or a PM time into AM Core Hours the following error message will be displayed: *Error! AM Core End Time for Day 2 (Monday): AM Core End Time must occur in the AM.*
- If an AO attempts to remove all Core Hours while the Organization has employees with a Maxiflex tour of duty, the following error message will be displayed: *Error! You cannot delete core hours for an organization while Maxiflex employees are assigned to it.*

## Tour of Duty

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

- Clicking the link in the Tour of Duty column of the Dashboard
- Clicking the link in the Lv.Cat. column of the Dashboard
- Once in the employee's profile, click the Tour of Duty tab

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

**Note: Core hours are required for organizations that will allow employees to have a Maxiflex tour of duty.**

## Tour of Duty Screen

Admin Officer  
Webb, Charlotte S.
Integrated Time and Attendance System

Employee: Brown, Charlie

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

Change Role:  
 ▶ Employee  
 ▶ Timekeeper

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

▶ About ITAS  
 ▶ Help  
 ▶ Close

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

Tour Type:

Earn Credit Hours

Start/Stop Times Required

Sign In/Sign Out Required

Term Type:

Tour Hours:

Last Tour of Duty Change: None

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 \*

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
Shift															
Meal Break	<input type="checkbox"/>														
Regular															0.0
<b>Total Base</b>	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	0.0
OT Earned-ARSOT															0.0

## Steps to display Tour Information

- Navigate to the Tour of Duty screen
- Select a Pay Period from the list
- Click the Select button
- The screen is refreshed with the Tour information for the selected pay period



### Steps to change a tour to Maxiflex (Full-Time) in the current pay period

- Select Maxiflex Work Schedule from the Tour Type list
- Click the Go button
- *Optional* - Check the Earn Credit Hours checkbox if employee is eligible to earn credit hours
- *Optional* - Check the Start/Stop Times Required checkbox if employee is required to insert Start and Stop Times into the Timecard
- Click the OK button
- Ensure that the Distribution of Basic Biweekly Work Requirements fields are cleared of all data.
- Click the Timecard tab
- Remove all Regular hours, including Start/Stop times from the timecard
- Click the OK button

### Steps to change a tour to a Maxiflex (Part-Time) in the current pay period

- Select Maxiflex Work Schedule from the Tour Type list
- Click the Go button
- *Optional* - Check the Earn Credit Hours checkbox if employee is eligible to earn credit hours.
- *Optional* - Check the Start/Stop Times Required checkbox if employee is required to insert Start and Stop times into the Timecard.
- Select Part-Time from the Term Type list
- Set the Tour Hours to less than 80
- Click the OK button
- Ensure that the Distribution of Basic Biweekly Work Requirements fields are cleared of all data.
- Click the Timecard tab
- Remove all Regular hours, including Start/Stop times from the timecard
- Click the OK button

### Steps to change a tour to a Maxiflex for a future pay period

- Select the future pay period from the Pay Period list
- Click the Select button
- Select Maxiflex Work Schedule from the Tour Type list
- Click the Go button
- *Optional* - Check the Earn Credit Hours checkbox if employee is eligible to earn credit hours.
- *Optional* - Check the Start/Stop Times Required checkbox if employee is required to insert Start and Stop times into the Timecard.
- Select the Part-time or Full-Time from the Term Type list
- Set the Tour Hours to the appropriate value
- Click the OK button
- Ensure that the Distribution of Basic Biweekly Work Requirements fields are cleared of all data

### Common Maxiflex Tour of Duty Issues

- If an Admin Officer selects the Maxiflex Work Schedule, but the employee's Organization does NOT have Core Hours, the following error message will be displayed: *Employee's Organization must have Core Hours in order to use the Maxiflex Tour Type.*
- If an Admin Officer inserts hours into the Distribution of Biweekly Basic Work Requirements section, the following error message will be displayed: *Error! Distribution of Biweekly Basic Work is not allowed for the Maxiflex Tour Type.*
- If an Admin Officer switches an employee's Tour of Duty to Maxiflex during a pay period, the hours from the previous tour will remain in employee's Timecard. Timecards are only created when a pay period is closed and are not automatically updated when an employee's tour changes within the period.

## Timecard

Clicking the link in the Timecards column on the Dashboard or clicking the Timecard tab once in the employee's profile displays the Timecard. This screen contains information about the current employee and pay period including leave balances, pay hours, and leave used.

The Admin Officer can populate the pay and leave hours, as well as designate telework days for a Maxiflex employee.

ITAS will automatically calculate the total hours when the Start/Stop times are entered on the Timecard Details screen. A 30-minute meal break will be automatically deducted for 8 or more hours of work.

**Note regarding meal periods:** If you are working more than 5 hours but less than 8 hours, you have the option of an unpaid meal period and, if taken, you must manually adjust your total hours worked for the day by subtracting 30 minutes. Employees working 8 or more hours have a 30 minutes unpaid meal period automatically deducted.

### Timecard

Admin Officer  
Webb, Charlotte S.
NIH ITAS Integrated Time and Attendance System

Employee: Brown, Charlie

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

Pay Period: 04/20/14-05/03/14 2014/10 Select

SSN: 000-00-0016      SAC: UM      Abbr: UserMnl

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Approved by:      Transmitted On:      Tour Hours: 60.0      Annual Leave Category: 04      PP: 2014/10

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Annual Leave 10.0    Credit Hours 0.0    Credit Hours Lost 0.0    Sick Leave 10.0    FFL Used 0.0    LB Donated YTD 0.0  
 Restored AL 0.0    Comp Time 0.0    Projected Comp Time Lost 0.0    Adv Sick Leave 0.0    VLTP Donated YTD 0.0    LB Leave 0.0  
 Projected AL 0.0    Rel. Comp Time 0.0    Rel. Comp Time Charged 0.0    Use or Lose 0.0    VLTP Leave 0.0

Type	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03	Supps	Total
Change Indicators		T,TW							T,TW							
Tour Hours										7:00-7:30		7:00-7:30				60.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30				
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30			
Shift Code		2		2	2	2			2	2	2	2	2			
Regular		13.0		13.0		13.0			2.0	2.0	13.0	2.0	13.0			71.0
Annual Leave																0.0
Sick Leave																0.0
Other																
<b>Total Base</b>	0.0	13.0	0.0	13.0	0.0	13.0	0.0	0.0	2.0	2.0	13.0	2.0	13.0	0.0	0.0	71.0
OT Irregular Earned																0.0
Holiday Pay																0.0
Comp Time-Earned																0.0
Credit Hours-Earned																0.0
Other																

### Regular Hours Detail Screen

Admin Officer  
Webb, Charlotte S.
NIH ITAS Integrated Time and Attendance System

Employee: Brown, Charlie

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

Type: Regular      Telework Type: Ad hoc and Regular      Pay Period: 2014/10      Pay Period Total: 71.0

	Su 04/20	M 04/21	Tu 04/22	W 04/23	Th 04/24	F 04/25	Sa 04/26	Su 04/27	M 04/28	Tu 04/29	W 04/30	Th 05/01	F 05/02	Sa 05/03
Change Indicators		T,TW							T,TW					
Day Total	0.0	13.0	0.0	13.0	0.0	13.0	0.0	0.0	2.0	2.0	13.0	2.0	13.0	0.0
AM Core		7:00-7:30		7:00-7:30		7:00-7:30				7:00-7:30		7:00-7:30		
PM Core		12:00-12:30		12:00-12:30		12:00-12:30			12:00-12:30		12:00-12:30		12:00-12:30	
Telework	None	Ad hoc	None	None	None	None	None	None	Regular	None	None	None	None	None
Start		07:00AM							01:00AM					
Stop		08:00PM							03:00AM					
Shift		2		2		2			2		2		2	
Telework	None													
Start														
Stop														
Shift														

#### Steps to designate Regular Telework:

- Navigate to the employee's timecard
- Click the gray box next to Regular
- Select Regular from the Telework dropdown list for a day with Regular hours
- Click the OK button to save changes or the Reset button to clear changes

#### Steps to designate Ad hoc Telework:

- Navigate to the employee's timecard
- Click the gray box next to Regular
- Select Ad hoc from the Telework dropdown list for a day with Regular hours
- Click the OK button to save changes or the Reset button to clear changes

#### Steps to remove Ad Hoc or Regular Telework:

- Navigate to the employee's timecard
- Click the gray box next to Regular
- Select None from the Telework dropdown list
- Click the OK button to save changes or the Reset button to clear changes

#### Timecard Validation

- If an Admin Officer attempts to enter more than 3 Start/Stop Times on the Regular Hours Details screen, the following error message will be displayed: *Error! Employee on Maxiflex tour is allowed up to 3 Start and Stop Times within a 24 hour period.*
- If an Admin Officer selects Regular from the Telework list, but has not entered Regular hours for the day, the following error message will be displayed: *Error! Please enter Regular hours for the Telework date: MM/DD*
- If an Admin Officer selects Ad hoc from the Telework list, the following error message will be displayed: *Error! Please enter Regular hours for the Telework date: MM/DD*
- If an Admin Officer attempts to insert more than 13 Regular hours to the Timecard for a given day, the following error message will be displayed: *Error! Maxiflex employees cannot have more than 13 hours for the workday.*



- If an Admin Officer attempts to insert less than 2 Regular hours to the Timecard for a given day, the following error message will be displayed: *Error! Maxiflex employees cannot have less than 2 hours for the workday.*
- If an Admin Officer attempts to save the timecard for a full-time employee, with more than 80 hours for a biweekly pay period, the following error message will be displayed: *Error! Full-Time Maxiflex tours must be equal to 80 hours per pay period.*



## Leave Requests

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

Admin Officers submitting a Leave Request for an employee on a Maxiflex Tour of Duty must include Start Date, Start Time and hours for the selected leave type.

**Note: If there are Regular hours on the Timecard, please remove them prior to submitting a full day leave request. Timecard must have Regular hours for a leave request of less than 2 hours.**

### Leave Request Screen

Admin Officer  
Webb, Charlotte S.

NIH ITAS Integrated Time and Attendance System

Employee: Brown, Charlie

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

Start Date 06/10/2014 End Date 06/10/2014

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

Start Time 7 : 45  AM  PM

Hours 3.75 OR End Time 11 : 30  AM  PM [Calculate Hours](#)

**Leave request for 3.75 hours from 06/10/2014 to 06/10/2014**

Leave type	Balance Hours	Remark
Annual Leave	10.0	0.0 Projected: 0.0
Sick Leave	10.0	0.0
Comp Time	0.0	0.0

+

Leave Comments

**Existing Requests**

There are no existing requests

OK Reset

### Steps to submit a Leave Request

- Enter the Start Date
- Select the Start Time
- Select the End Time or enter the Number of Hours
- Enter the Hours for the designated Leave type
- Enter a comment if needed
- Click the OK button



### Steps to delete existing requests

- Scroll down to the Existing Leave Requests section.
- Check the Delete box next to the request.
- Click the OK button

### Maxiflex Leave Requests Validation

- If an Admin Officer attempts to submit a leave request without a Start Time for, the following error will be displayed: *Start time: Enter Start time and hours.*
- If an Admin Officer attempts to submit a leave request without an End Time or Hours, the following error message will be displayed: *End time: Enter End time and/or hours.*
- If an Admin Officer attempts to submit a leave request for more than 13 hours for a single day, the following error message will be displayed: *Cannot submit a leave request for more than 13 hours per workday for MM/DD/YYYY*
- If an Admin Officer attempts to submit a leave request for less than 2 hours, the following error message will be displayed: *Cannot submit a leave request for less than 2 hours per workday for MM/DD/YYYY*
- If an Admin Officer submits a Leave Request for an employee on a Maxiflex tour of duty for less than 13 hours, but the request will make the employee's total tour hours exceed the 80 hour biweekly maximum, the employee's LAO will not be able to approve the Leave Request. The employee's LAO will see the following warning: *Leave hours cannot be more than hours worked.* The employee's LAO must deny the Leave Request and the Admin Officer or employee must resubmit a Leave Request for a number of hours that will NOT exceed the 80 hour biweekly maximum.



## 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

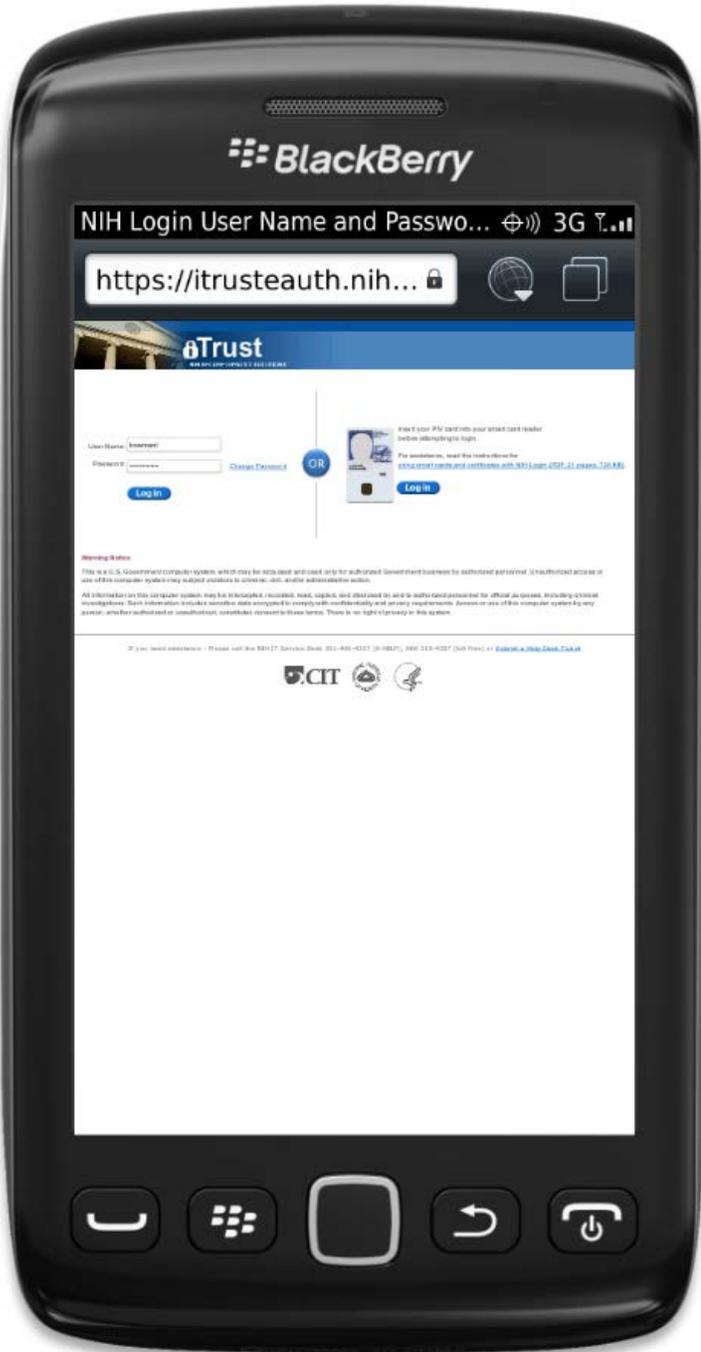
**Figure 1 - BlackBerry Go To screen**



**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



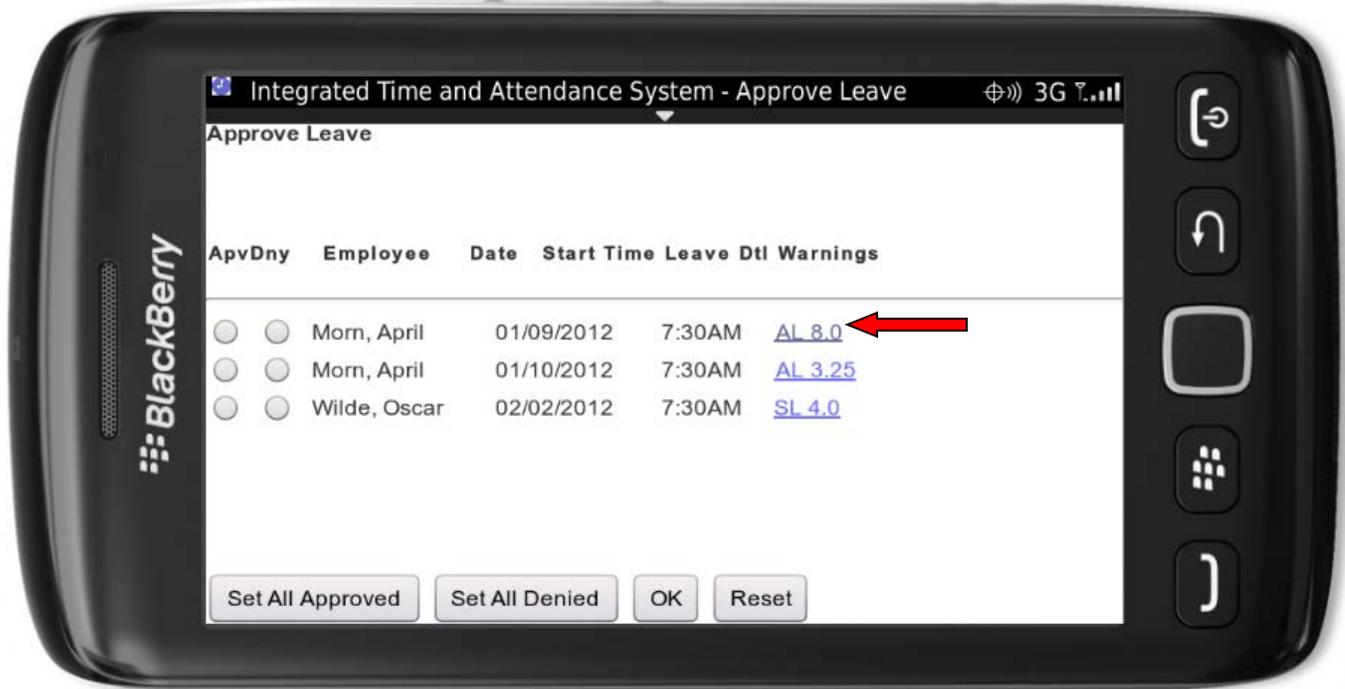
**Enter leave request information / AL or SL Only**

**Figure 5 - View Leave Request screen**



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

Figure 6 - Approve Leave screen - *LAO Only*



*Approve or Deny employee leave requests / View Leave Details – LAO Only*

Figure 7 - Leave Details screen – *LAO Only*

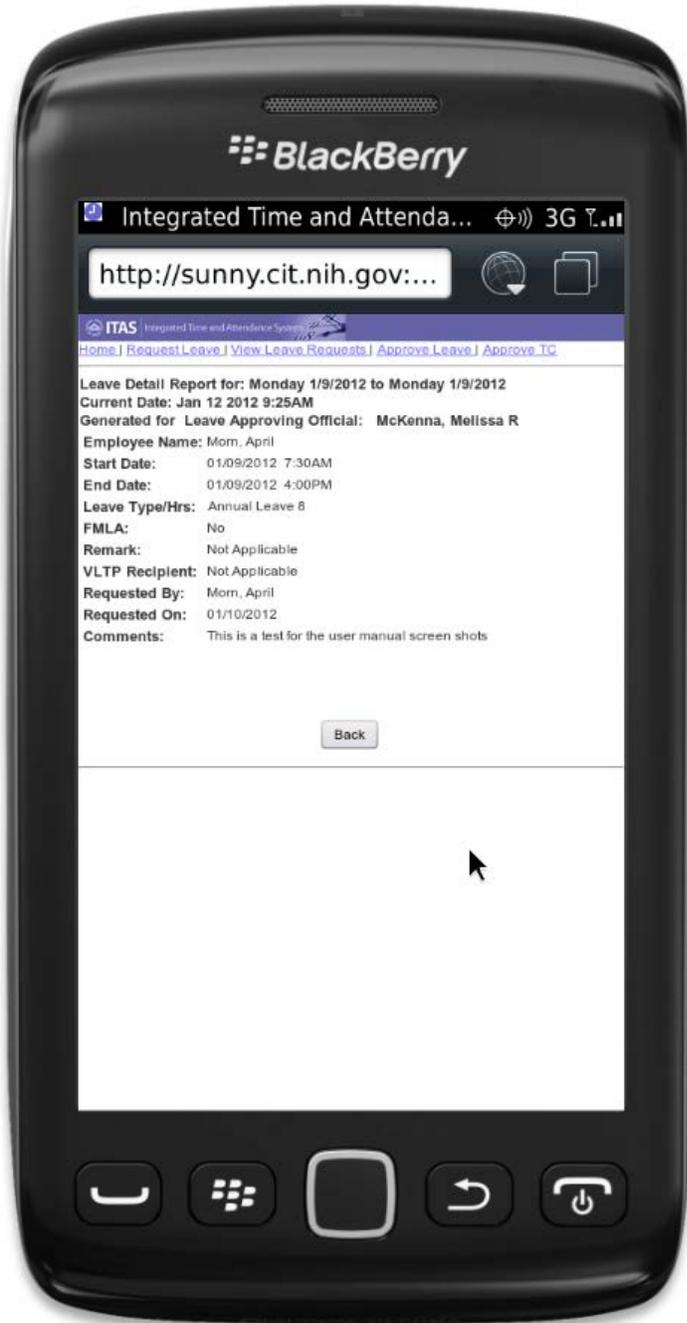
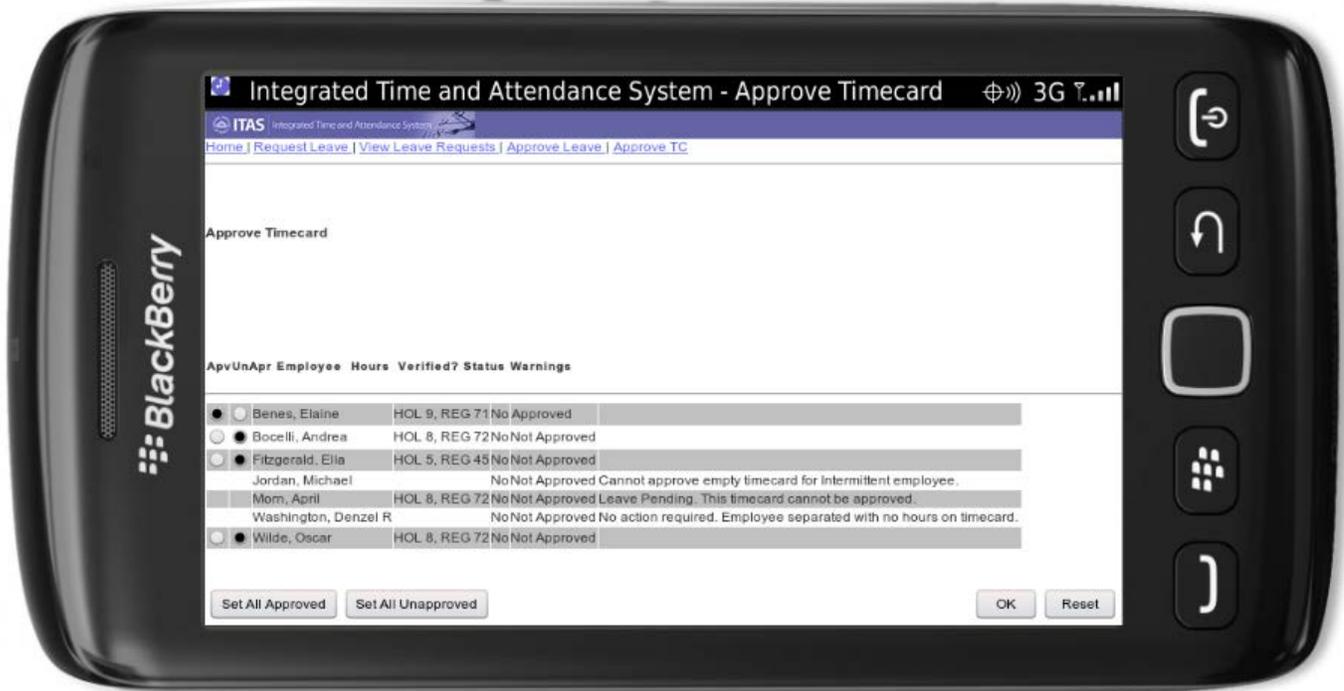
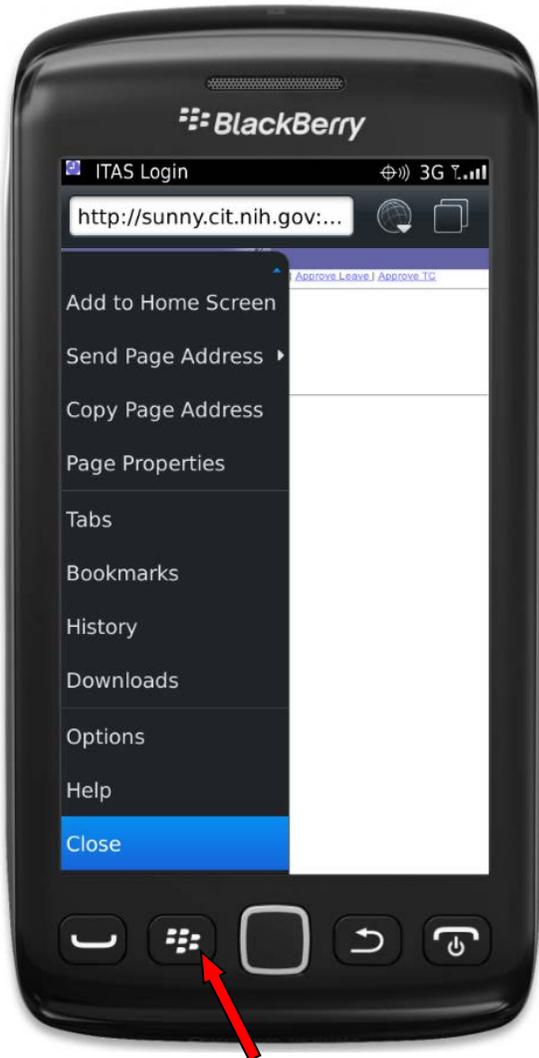


Figure 8 - Approve Timecard screen – **LAO Only**



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.*