



INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

EMPLOYEE REQUESTS COP LEAVE

Role: Employee

Employee
Brown, Charlie

- ▶ 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

- ▶ About ITAS
- ▶ Help
- ▶ Close

LOGGING IN

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

REQUEST CONTINUATION OF PAY (COP) LEAVE

Clicking the Request Leave link on the left navigation area displays the regular view of the Request Leave screen. Requests can be submitted for a past, future and current pay period. Requests can be submitted for a full day or multiple days, including non-tour days.

The following rules apply:

- No other type of leave may be requested for the same day as COP
- Must populate Start Date
- Leave must be submitted by the day, not hour
- Leave cannot be submitted for a non-tour day alone

REQUEST COP LEAVE

1. Click the Other Types link to display the Request Leave expanded view.
2. Fill in the Start Date.
3. Fill in the End Date if requesting multiple days.
4. Enter the number of days next to the COP leave type, including non-tour days.
5. Enter a comment if needed.
6. Click the OK buttons.

REMOVE AN EXISTING REQUEST

1. Scroll down to the Existing Leave Requests section.
2. Check Cancel box next to a COP request.
3. Click OK button to cancel the request.

*Start Date: 06/01/2014 End Date: 06/07/2014

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: 3 Minute: 00 AM PM

End Time
Number of Hours: 8.0
OR
Hour: 11 Minute: 00 AM PM Calculate Hours

Leave request for 56.0 hours from 06/01/2014 to 06/07/2014

Leave type	Balance	Hours	Remark
Annual Leave	270.0	0.0	Projected 108.0
Sick Leave	487.0	0.0	
Comp Time	20.5	0.0	
Religious Comp Time		0.0	
Comp Time for Travel (CTT)	0.0	0.0	
FMLA Leave	400.0		
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	96.0	0.0	Care of family member - child birth
Military Funeral Leave		0.0	
Excused Absence		0.0	
Court Leave		0.0	Jury
Judging Leave		0.0	
Bone Marrow Donor	56.0	0.0	
Organ Donor	240.0	0.0	
Preventive Health	4.0	0.0	
Time Off Incumbent	18.0	0.0	
Leave Without Pay		0.0	
Continuation of Pay EMERG 05/19/2010		34 days	0.0
Continuation of Pay EMERG 05/21/2014		35 days	0.0

Existing Leave Requests							
Cancel	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Continuation of Pay EMERG 05/21/2014	8.0	06/01/2014	3:00PM	11:00PM	Pending	This is a test
<input type="checkbox"/>	Continuation of Pay EMERG 05/21/2014	8.0	06/02/2014	3:00PM	11:00PM	Pending	This is a test
<input type="checkbox"/>	Continuation of Pay Non Tour EMERG 05/21/2014	8.0	06/03/2014	3:00PM	11:00PM	Pending	This is a test
<input type="checkbox"/>	Continuation of Pay Non Tour EMERG 05/21/2014	8.0	06/04/2014	3:00PM	11:00PM	Pending	This is a test
<input type="checkbox"/>	Continuation of Pay EMERG 05/21/2014	8.0	06/05/2014	3:00PM	11:00PM	Pending	This is a test
<input type="checkbox"/>	Continuation of Pay EMERG 05/21/2014	8.0	06/06/2014	3:00PM	11:00PM	Pending	This is a test
<input type="checkbox"/>	Continuation of Pay EMERG 05/21/2014	8.0	06/07/2014	3:00PM	11:00PM	Pending	This is a test