

INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

AO CREATES PPL ACCOUNT

Role: Admin Officer

LOGGING IN

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

CREATE AN PPL ACCOUNT

An Admin Officer that wishes to create an PPL account for an employee must perform the following steps.

LEAVE BALANCE SCREEN

1. Click on an employee's 'Leave Balances' link via AO dashboard.
2. Click on **+** button to expand/show the additional leave types.
3. For the new '**PPL**' account:
 - a. Select the Event type from the drop down in the 'Event Type'.
 - b. Enter 'Effective Date' and 'Expiration Date' will be calculated based on the event date.
 - c. See "Figure 1".
4. Enter a comment in 'Leave Comments'.
5. Click OK button.
6. Click OK button on confirmation page.

CHANGE AN PPL ACCOUNT

An Admin Officer that wishes to change an PPL account for an employee must perform the following steps.

LEAVE BALANCE SCREEN

1. Click on an employee's 'Leave Balances' link via AO dashboard.
2. Click on **+** button to expand/show the additional leave types.
3. For the existing '**PPL**' account, the following fields can be updated:
 - a. 'Event Type'.
 - b. 'Event Date'.
 - c. Event type can be changed only when there are no leave FMLA-PPL leave request pending or approved.
 - d. When a FMLA-PPL leave request is pending and event date is changed to date after the leave request, the system will not allow the AO to edit the event date.
 - e. Check 'Delete Account' checkbox to delete the account.
 - f. When an FMLA-PPL leave request is pending or approved, then AO will not have the option to delete the account.
4. Enter a comment in 'Leave Comments'.
5. Click OK button.
6. Click the OK button on confirmation page.



Admin Officer
Trainer, Sally T.

NIH ITAS Integrated Time and Attendance System

Employee: Employee, Testing A.

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

Pay Period 08/13/23-08/26/23 2023/18 Select

Leave Type	Prior Year	Earned/Granted	Used	Available					
Annual Leave	240.0	80.0	0.0	320.0	PT Carry Over	7.0	Annual	240.0	
Annual Leave, Donated Hours					VLTP	0.0	Leave Bank	0.0	
Projected Annual Leave		55.0			Begin Balance	135.0			
Use/Lose Hours	130.0				Balance	135.0			
Sick Leave	936.0	40.0	0.0	976.0	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	2023/18 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 2024/18
NDAA.1111					Effective Date	Expiration Date	Delete Account		
New Account		0.0	0.0	0.0					

Continuation of Pay	Injury				Date of Injury	Returned to Work	Expires	
Furl. Essential Leave	Event Type				Event Date	Event Expiration	Delete	
PPL 07/10/2023	Birth		0.0		07/10/2023	07/09/2024	<input type="checkbox"/>	
New Event								
Furl. Lapsed Acct		0.0		Year	2023	Total Used	0.0	
Furlough, Other		0.0		Year	2023	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	40.0	AL Accrual	40.0	Balance 8.0
Non-Pay		0.0						

Leave Comments

OK Reset

VIEW THE FMLA-PPL ACCOUNT



After Admin officer created the PPL account, he/she will be able to see the FMLA-PPL account info in the leave balance screen.

1. Click on an employee's 'Leave Balances' link via AO dashboard.
2. Click on **+** button to expand/show the additional leave types.
3. After the PPL account is created, FMLA-PPL leave request information will be shown as per the below image.
4. The account will show the event type and used hours, and both will be read only.

Leave Type	Prior Year	Earned/Granted	Used	Available					
Annual Leave	240.0	80.0	0.0	320.0	PT Carry Over	7.0	Annual	240.0	
Annual Leave, Donated Hours					VLTP	0.0	Leave Bank	0.0	
Projected Annual Leave		55.0			Begin Balance	135.0			
Used Loss Hours	130.0				Balance	135.0			
Sick Leave	936.0	40.0	0.0	976.0	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	2023/18 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 2024/18
NDAAs-1111					Effective Date	Expiration Date	Delete Account		
New Account		0.0	0.0	0.0					
Emgy Restored AL					Effective Date	Expiration Date	Donate Account	Delete Account	
New Account		0.0	0.0	0.0					
Religious Comp Time		0.0	0.0	0.0	Earned	0.0	Used	0.0	Converting 2024/5
Comp Time for Travel (CTT)		0.0	0.0	0.0	Earned	0.0	Used	0.0	Losing 2024/18
Credit Hours		0.0	0.0	0.0	Lost	0.0			
FMLA		300.0	0.0	300.0	Effective Date	Aug 21 2023			
FMLA - Annual Leave									
FMLA - Sick Leave									
FMLA - PPL									
FMLA PPL 07/10/2023		Birth	0.0						
Family Friendly Leave									

NOTES

- PPL account creation option is available to all AO whose active employees are eligible for FMLA leaves.
- Multiple PPL accounts can exist for each employee.
- The event date and event type are mandatory for creation of PPL account.
- The event date should not be before Enter on duty date of the employee and before 10/01/2020.