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# Integrated Time and Attendance System (ITAS):

## AO/EMP/TK Requests Excused Absence w/ Drop-down

## *Role: Admin Officer, Employee, Timekeeper*

## Logging In

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

## Excused Absence Leave Requests

As an AO/TK, clicking the link in the Leave Requests column in the Dashboard or clicking the Leave

Requests tab in the employee’s profile displays the Leave Request screen; as an Employee, one can click Request Leave. Requests can be submitted for a past, future, and/or current pay periods. Requests can be submitted for a full day or multiple days.

### Leave Request

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

**Figure 1: Excused Absence Leave Request**

1. Fill in the Start Date.
2. Fill in the End Date.
3. Click the Calculate Hours link.
4. Enter the hours in the **Excused Absence** field, see “*Figure 1*”.
5. Select pertinent Remark from the adjacent drop-down menu.
6. *If ‘Other’ is selected, entering text into the ‘Leave Comments’ field is required.*
7. Click OK button.
8. Click OK on confirmation page.

### Cancel existing requests

1. Scroll down to the Existing Requests section.
2. Check the Delete box(es) next to the requests.
3. Click OK button.
4. Click OK on confirmation page

## Rules for Excused Absence Leave Requests

**If an employee is requesting excused absence, a drop-down selection is now required; if ‘Other’ is selected, then a comment describing the leave is required.**

**Excused Absence can no longer be directly applied to a timecard, the leave must be requested.**

**Previously approved Excused Absence can have the hours reduced on a user’s timecard, but not added.**