INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):
POSTING HOLIDAY LEAVE FOR MAXIFLEX EMPLOYEES

Role: Employee

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 Employee under Change Role if needed.

POSTING HOLIDAY LEAVE
In order for a Maxiflex Employee to receive paid leave for a Federal holiday, the employee must post the hours onto their Timecard. Employees can post holiday leave onto their Timecard by performing the following steps:

1. Click on Certify Timecard in the left navigation area.
2. Click the first + button to display additional leave types on the Certify Timecard screen.
3. Enter 8.0 (cannot be more than 8.0) into the Holiday Leave field for the date that is a Federal holiday.
4. Click the Holiday Leave Zoom button.
5. Enter the Start/Stop Times that correspond with the hours of holiday leave on the Timecard Details screen. **DO NOT include a meal break.**
6. Enter a Shift if needed.
7. Click the OK buttons.
8. Click the Timecard button.
9. Verify that the Holiday Leave hours are displayed on the Certify Timecard screen.

**NOTE: Please be careful not to enter any Regular hours with Start/Stop Times on the day with Holiday Leave, because ITAS will display a Start/Stop Time overlap error message. Holiday Pay should only be entered if the employee is required to work on the Holiday.**