



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

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
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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.

Type	Su 10/05	Mo 10/06	Tu 10/07	We 10/08	Th 10/09	F 10/10	Sa 10/11	Su 10/12	Mo 10/13
Change Indicators									
Tour Hours									
AM Core									
PM Core									
Shift Code									
Register									
Annual Leave									
Sick Leave									
Other									
Holiday Leave									
Total Base	0.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	0.0
OT Irregular Earned									
Holiday Pay									
Comp									
Time Earned									
Other									

Type	Su 10/05	Mo 10/06	Tu 10/07	We 10/08	Th 10/09	F 10/10	Sa 10/11	Su 10/12	Mo 10/13
Change Indicators									
Tour Hours									
AM Core		10:00-10:30							
PM Core									
Shift Code									
Register									
Annual Leave									
Sick Leave									
Other									
Holiday Leave									8.0
Total Base	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0
OT Irregular Earned									
Holiday Pay									
Comp									
Time Earned									
Other									

Type: Holiday Leave Pay Period: 2014022 Pay Period Total: 8.0

Type	Su 10/05	Mo 10/06	Tu 10/07	We 10/08	Th 10/09	F 10/10	Sa 10/11	Su 10/12	Mo 10/13
Change Indicators									
Day Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start						07:00AM			
Stop						03:00PM			
Shift						1			
Start									
Stop									
Shift									
More									
Timecard									
OK									
Reset									

Type	Su 10/05	Mo 10/06	Tu 10/07	We 10/08	Th 10/09	F 10/10	Sa 10/11	Su 10/12	Mo 10/13
Change Indicators									
Tour Hours									
AM Core		10:00-10:30							
PM Core									
Shift Code									
Register									
Annual Leave									
Sick Leave									
Holiday Leave									8.0
Other									
Total Base	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0
OT Irregular Earned									
Holiday Pay									
Comp									
Time Earned									
Other									