INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

AO CREATE NDAA-1111 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 NDAA-1111 Account
Admin officer that wishes to create an NDAA-1111 account for an employee must perform the following steps.

Leave Balance Screen
1. Click on employee leave balance link via AO dashboard.
2. Click on + button to expend the additional leave type.
3. Enter the hours into new account’s ‘Earned/Granted’ field.
4. Enter ‘Effective Date’ and ‘Expiration Date’.
5. Enter a comment in ‘Leave Comments’.
6. Click OK button.
7. Click OK button in confirmation page.

Notes:
- Maximum granted hours for an NDAA-1111 account is 60.
- NDAA-1111 hours must be exhausted before using accrued/advanced/donated/restored annual leave.
- Only active, non-SES employees are eligible for an NDAA-1111 account.