

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
2. dashboard.
3. Click on **+** button to expand the additional leave type.
4. Enter the hours into new account's 'Earned/Granted' field.
5. Enter 'Effective Date' and 'Expiration Date'.
6. Enter a comment in 'Leave Comments'.
7. Click OK button.
8. Click OK button in confirmation page.

Leave Type	Prior Year	Earned/Granted	Used	Available	PT Carry Over	Annual	Total
Annual Leave	0.0	18	0.0	0.0	0.0	0.0	248.0
Projected Annual Leave		0.0			0.0	0.0	
Use Leave Hours	0.0				0.0	0.0	
Sp. Leave	0.0	0	0.0	0.0	0.0	0.0	
Advanced SL							
New Account		0.0	0.0	0.0			
Restored AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Restored AL Donated Hours					0.0	0.0	
NDAA-1111		40	0.0	0.0	1/3/2021	1/3/2022	
Compc Time	0.0	0.0	0.0	0.0			
Compc Time for Leave (101)	0.0	0.0	0.0	0.0			
Credit Hours	0.0	0.0	0.0	0.0	0.0	0.0	
FMLA	0.0	0.0	0.0	0.0	0.0	0.0	
FMLA - Annual Leave							
FMLA - Sick Leave							
FMLA - LWOP							
Exhausted FMLA (LWOP)	24.0	0.0	24.0				
Family Friendly Leave							
Military Emerg. Leave							
MIL Leave	0.0	0.0	0.0	0.0			
MIL Leave - Spec	0.0	0.0	0.0	0.0			
MIL Leave - DC							

Notes:

- **NDAA-1111 is valid for the 2021 Leave Year ONLY (January 3, 2021 – January 1, 2022).**
- **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.**