INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): AO/TK

UPDATES THE TIMECARD NDAA-1111

Roles: Admin Officer and 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 Timekeeper role.

UPDATE/CHANGE TIMECARD FOR NDAA-1111 HOURS

NOTE: ASSUME THE NDAA-1111 LEAVE REQUESTED AND APPROVED BY LAO
Admin officers or timekeepers who wish to update the NDAA-1111 leave must perform the following steps.

TIMECARD SCREEN
1. Click on employee timecard link via AO/TK dashboard who already have approved NDAA-1111 leave.
2. Verify NDAA-1111 leave displayed on timecard for one day.
3. Click on + button to expand the additional leave type.
4. Change the NDAA-1111 hour; for example, if the NDAA-1111 hours are 9 change it to 4 and enter the 5 hours into excused absence (or other pertinent leave/pay type) field within same day.
5. Click on NDAA-1111 detail (zoom) button.
6. Change the end time to match the 4 hours.
7. Click on Timecard button.
8. Click on excused absence detail (zoom) button.
9. Enter start time as NDAA-1111 end time.
10. Enter end time to match 5 hours.
11. Click OK button.
12. Click on OK button in confirmation screen.
13. Click on Timecard button.