

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.

- Change the end time to match the 4 hours.
- Click on Timecard button.

Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests Telework Requests TTP LR Relationship

Pay Period 06/06/21-06/19/21 202113 Selected

SSN: SAC HNM1A43 Albr FSCB

Approved by: Transmitted On: Tour Hours: 8.0 Annual Leave Category: 06 PD: 202113

Annual Leave 0.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 0.0 FFL Used 0.0 LB Donated YTD 0.0
 Restored AL 0.0 Comp Time 0.0 Comp Time Lost 0.0 Adv Sick Leave 0.0 VJTP Donated YTD 0.0 LB Leave 28.0
 Projected AL 100.0 Rel Comp Time 0.0 Rel Comp Time Charged 0.0 Unacc Leave 0.0 VJTP Leave 0.0 LB Leave 0.0
 NDAA-1111 11.0

Type	Su 06/06	M 06/07	Tu 06/08	W 06/09	Th 06/10	F 06/11	Sa 06/12	Su 06/13	M 06/14	Tu 06/15	W 06/16	Th 06/17	F 06/18
Change Indicators		T	T	T	T	T			T	T	T	T	T
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0
AM Core													
PM Core													
Regular		8.0							8.0	8.0	8.0	8.0	
Annual Leave													
Sick Leave													
Excused Absence													4.0
Leave Bank 21-00 -01-01			8.0	8.0	8.0	8.0							
NDAA-1111 01/03/2021													4.0
Other													
Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0

Pay Period 06/06/21-06/19/21 202113 Selected

SSN: SAC HNM1A43 Albr FSCB

Approved by: Transmitted On: Tour Hours: 8.0 Annual Leave Category: 08 PD: 202113

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 NDAA-1111 7.0

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NDAA-1111 01/03/2021													8.0
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Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0

- Click on excused absence detail (zoom) button.
- Enter start time as NDAA-1111 end time.
- Enter end time to match 5 hours.
- Click OK button.
- Click on OK button in confirmation screen.
- Click on Timecard button.
- Verify NDAA-1111 updated successfully in timecard.