

INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

AO/TK REQUESTS NDAA-1111 LEAVE

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 Timekeeper or Admin Officer role.

NDAA-1111 LEAVE REQUESTS

Clicking the value in the Leave Requests column on the Dashboard or clicking the Leave Requests tab in the employee's profile displays the Leave Request screen. Requests can be submitted for a past, future, and/or current pay periods. Requests can be submitted for a full day or multiple days. NDAA-1111 hours must be exhausted before using accrued/advanced/donated/restored annual leave. **LEAVE REQUEST**

1. Click the + button to show the Leave Request expanded view.
2. Fill in the Start Date.
3. Fill in the End Date.
4. Click the Calculate Hours link.
5. Enter the hours in NDAA-1111 leave field.
6. Enter a comment if needed.
7. Click the OK button.
8. Click OK on the confirmation page.

CANCEL EXISTING REQUESTS

1. Scroll down to the Existing Requests section.
2. Check the Delete box(es) next to the requests.
3. Click the OK button.
4. Click OK button on confirmation page

Leave Type	Balance Hours	Request
Annual Leave	52.0	0.0 [Prepared: 84.0]
Sick Leave	53.0	0.0
Respite/AC	50.0	0.0
Advanced/Donated/Restored	40.0	0.0
Comp Time	17.8	0.0
Religious Conv. Time	0.0	0.0
Comp Time for Travel (CTT)	0.0	0.0
NDAA-1111 01/03/2021	0.0	0.0
FMLA Leave	400.0	0.0 [Birth of a child/care of a newborn]
FMLA - Maternal Leave	0.0	0.0 [Birth of a child/care of a newborn]
FMLA - Sick Leave	0.0	0.0 [Birth of a child/care of a newborn]
FMLA - USOP	0.0	0.0 [Birth of a child/care of a newborn]
Expanded FMLA (USOP)	24.0	0.0 [Care of a newborn]
Family Friendly Leave	104.0	0.0 [Care of family member - child birth]
Military Funeral Leave	0.0	0.0
Excused Absence	0.0	0.0
Court Leave	0.0	0.0 [Juror]
Voting Leave	0.0	0.0
Bone Marrow Donor	56.0	0.0
Organ Donor	240.0	0.0
Preventive Health	4.0	0.0
Time-CR Incentive	40.0	0.0
Leave Without Pay	0.0	0.0

Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	NDAA-1111	01/03/2021	9.0	08/16/2021	7:30AM	5:00PM	Pending

OK Reset