

INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

NDAА LEAVE CAN BE ENTERED FOR EMPLOYEE WHO WAS SEPARATED

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.

AO DASHBOARD

1. Click on separated employee's payroll link (AO will need to change PP to one where separated employee was still employed for them to show on Dashboard).

2. Note the separated date and remove it from separation date field.
3. Change the service computation date one day before the existing date.
4. Click on OK button and click on OK in the confirmation screen.

PERSONAL

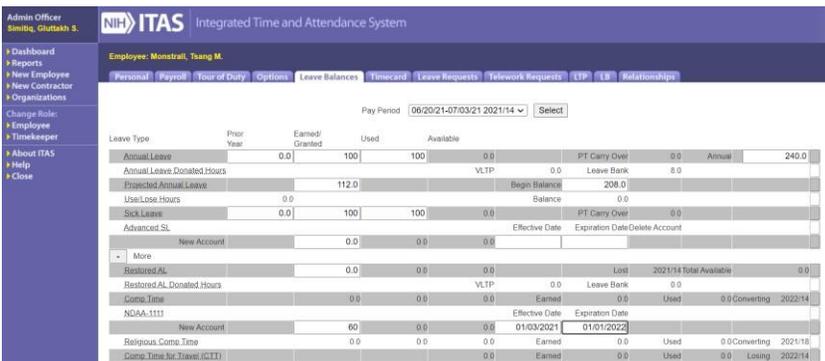
1. Change LAO dropdown.
2. Change TK dropdown.
3. Click on OK button and click on OK in the confirmation screen.

TOUR OF DUTY

1. Click on 'Create Leave Balance' button.
2. Change PP to current and click 'Select'.
3. Click on 'Create Timecard' button.

LEAVE BALANCES

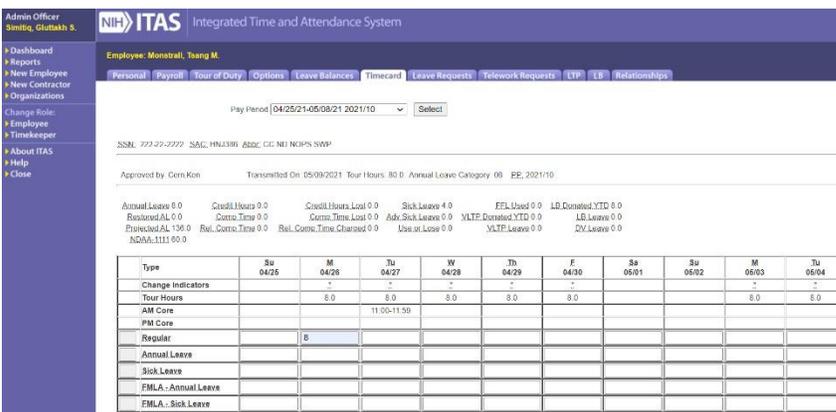
1. Create NDAA-1111 account entered hours must not exceed 60 and enter start date as 01/03/2021 end date must not be more than 01/01/2022.
2. Add a comment.
3. Click on OK button and click on OK in the confirmation screen.

4. 

Leave Type	Prior Year	Earned/Granted	Used	Available					
Annual Leave	0.0	100	100	0.0	PT Carry Over	0.0	Annual	240.0	
Annual Leave Donated Hours					VLTP	0.0	Leave Bank	0.0	
Projected Annual Leave		112.0			Begin Balance		Balance	208.0	
Use/Lose Hours		0.0						0.0	
Sick Leave	0.0	100	100	0.0	PT Carry Over	0.0			
Advanced SL					Effective Date		Expiration Date	Delete Account	
New Account		0.0	0.0	0.0					
Restored AL		0.0	0.0	0.0	Lost		2021/14 Total Available	0.0	
Restored AL Donated Hours					VLTP	0.0	Leave Bank	0.0	
Camp Time	0.0	0.0	0.0	0.0	Earned	0.0	Used	0.0	Converting 2022/14
NDAA-1111					Effective Date		Expiration Date		
New Account		60	0.0	0.0	01/03/2021		01/01/2022		
Religious Come Time	0.0	0.0	0.0	0.0	Earned	0.0	Used	0.0	Converting 2021/18
Camp Time for Travel (CTT)					0.0	Earned	0.0	Used	0.0

TIMECARD

1. Change the pay-period as before the employee separation date.
2. To 'dirty' the timecard (which shows any/all supplements that have been added for the pay-period):
 - a. Enter 2 into sick leave field on any day and click ok button.
 - b. Remove the '2.0' from sick leave field.
 - c. The timecard is now showing all hours including consideration of supplements against regular hours.
3. If a leave is being replaced, remove the hours that are being exchanged for NDAA-1111.
4. Add hours back to regular hour including start/stop times as necessary.
5. Click on OK button and click on OK in the confirmation screen.

6. 

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu
Change Indicators										
Tour Hours		8.0		8.0		8.0			8.0	8.0
AM Core			11:00-11:30							
PM Core										
Regular		8								
Annual Leave										
Sick Leave										
FMLA - Annual Leave										
FMLA - Sick Leave										

LEAVE REQUEST

1. Click on leave request tab.
2. Enter start date and end date as before the employee's separation date.

3. Click on calculate hour link.
4. Enter available hours into NDAA-1111 account field.
5. Click on OK button and click on OK in the confirmation screen.

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Employee: Monstral, Tsang M.

Start Date: 04/26/2021 End Date: 04/26/2021

For partial day leave only. Select the Start Time and fill out the Hours or select the Start and End times.

Start Time: 00:00 AM PM

Hours: OR End Time: 00:00 AM PM [Calculate Hours](#)

Leave request for 8.0 hours from 04/26/2021 to 04/26/2021

Leave type	Balance Hours	Remark
Annual Leave	0.0	0.0 Projected: 112.0
Sick Leave	4.0	0.0
Comp Time	0.0	0.0
Religious Comp Time		0.0
Comp Time for Travel (CTT)	0.0	0.0
NDAA-1111 01/03/2021	80.0	8
FMLA Leave	376.0	

Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	NDAA-1111	8.0	04/26/2021	7:00AM	3:30PM	Pending	

APPROVE LEAVE

1. Login as employee LAO.
2. Click on approve leave link.
3. Check the Apv radio button and click OK.

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Approve Leave

Apv	Day	Employee	Date(s)	Start Time	End Time	Leave Dtl	Warnings	Lv.Cal	Timecard	Balances	Tour	Comments
<input checked="" type="radio"/>		Monstral, Tsang M	04/26/2021	7:00AM	3:30PM	80.0			Cal	Timecard	Balances	Tour

Set All Approved | Set All Denied OK | Reset

Instructions
Click individual radio buttons to approve or deny requests or use the Set All Approved/Set All Denied buttons to set all appropriate radio buttons to checked. Enter or change comments as needed for each request.
For additional information click
Click + to show individual requests on multi-day requests

SUPPLEMENTS TABLE I.

1. Login as employee AO.
2. Search for the employee who requested and approved NDAA-1111 account.
3. Click on timecard link.
4. Verify NDAA-1111 leave displayed on supplement table.

Supplements entered in the pay period : 2021/14

Supplement For	P.P. Affected	Type	Hours	Start Time	End Time	Date Processed	By Whom	Telework
04/26/2021	2021/10	EMLA...LB	-4.0			06/28/2021	Simitiq, Gluttakh S.	N/A
04/26/2021	2021/10	EMLA...Sick Leave	-4.0			06/28/2021	Simitiq, Gluttakh S.	N/A
04/26/2021	2021/10	Regular	8.0	7:00AM	3:30PM	06/28/2021	Simitiq, Gluttakh S.	No
04/26/2021	2021/10	Regular	-8.0	7:00AM	3:30PM	06/28/2021	Fairy, Hippy M.	No
04/26/2021	2021/10	NDAA...1111	8.0	7:00AM	3:30PM	06/28/2021	Fairy, Hippy M.	N/A

OK Reset

- Click on payroll tab.
- Enter same separation date as it was before unseparated and enter the Service Computation date one date after the existing date.
- Select and remarks as separation reason.
- Click on OK button and click on OK in the confirmation screen.

APPROVE TIMECARD

- Login as employee's LAO.
- Click on approve timecard.
- Approve for timecard for same employee after they separated.

<input type="radio"/>	Monstrall, Tsang M	No	Approved
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