INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

NDAA 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.

**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.

**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.

![ITAS Integrated Time and Attendance System]

Existing Requests

<table>
<thead>
<tr>
<th>Delete</th>
<th>Leave Type</th>
<th>Hours</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>NDAA-1111</td>
<td>8.0</td>
<td>04/26/2021</td>
<td>7:00AM</td>
<td>3:30PM</td>
<td>Pending</td>
</tr>
</tbody>
</table>

**APPROVE LEAVE**

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

![Approve Leave]

**SUPPLEMENTS TABLE**

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

**APPROVE TIMECARD**

1. Login as employee’s LAO.
2. Click on approve timecard.
3. Approve for timecard for same employee after they separated.