INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):
AO/TK/EMP UPDATES THE TIMECARD FOR FMLA-PPL

Roles: Admin Officer and Timekeeper and Employee

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 FMLA-PPL HOURS TO REGULAR HOURS BY AO
NOTE: ASSUME THE FMLA-PPL LEAVE ALREADY REQUESTED AND APPROVED BY LAO

AO TIMECARD SCREEN
1. Click on employee timecard link via AO/TK dashboard who already have approved FMLA-PPL leave.
2. Verify FMLA-PPL leave displayed on timecard for one day, see “Figure 1”.
3. Change the FMLA-PPL hours; for example, if the FMLA-PPL hours are 5 change it to 4 and enter the other 1 hours into Regular (or other pertinent leave/pay type) field within same day.
4. Click on FMLA-PPL detail (zoom) button.

5. Change the end time to match the 4 hours.
6. Click on Timecard button.
7. Click on Regular detail (zoom) button.
8. Enter start time as FMLA-PPL end time.

Figure 1: 5 Hours FMLA-PPL on Timecard
9. Enter end time to match another 1 hour.
10. Click OK button.
11. Click OK button in confirmation screen.
12. Click on Timecard button.
13. Verify FMLA-PPL updated successfully in timecard, and the 4 hours of FMLA-PPL balance returned, see “Figure 2”.

**Figure 2: 4 Hours FMLA-PPL and 1 Hours Regular on Timecard**

**UPDATE/CHANGE TIMECARD FMLA-PPL HOURS TO REGULAR HOURS BY EMP**

**NOTE:** ASSUME THE FMLA-PPL LEAVE ALREADY REQUESTED AND APPROVED BY LAO

**EMP CERTIFY TIMECARD SCREEN**

1. Click on Certify timecard link via logging in s employee who already have approved FMLA-PPL leave.
2. Verify FMLA-PPL leave displayed on timecard for 3 hours, see “Figure below”.
3. Change the FMLA-PPL hours; for example, if the FMLA-PPL hours are 3 change it to 2 and enter the other 1 hours into Regular (or other pertinent leave/pay type) field within same day.
4. Click on FMLA-PPL detail (zoom) button.
1. Change the end time to match the 2 hours.
2. Click on Timecard button.
3. Click on Regular detail (zoom) button.
4. Enter start time as FMLA-PPL end time.