

## 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 <u>https://itas.nih.gov</u>. 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

- I. 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.

Admin Officer Trainer, Sally I.	NIH ITAS Integrated Time and Attendance System														
<ul> <li>Dashboard</li> <li>Reports</li> </ul>	Employee, Testing A.														
New Employee New Contractor	Personal Pay	Personal Payroll Tour of Duty Options Leave Balanci s Timecard Leave Requests Telework Requests LTP LB Relationships													
Organizations															
Change Role: > Employee		Pay Period [08/13/23-08/26/23 2023/18 V] Select													
<ul> <li>Approving Official</li> <li>Timekeeper</li> <li>ITAS Administration</li> </ul>	SBM: 212-99-8888 SAC; HNA ABM; OD														
> About ITAS	Approve	d by: Transmit	tted On: Tour Ho	ours: 50.0	Annual Leave Ca	tegory: 08	<u>PP;</u> 2023/18	3							
	AnnualLeave 320     Credit.Hours 0.0     Credit.Hours 10.0     SixtLeave 97.0     FEL.Used 0.0     LB.Donated VID 0.0       Restored AL 0.0     Comp.Time 0.0     Projected.Comp.Time 0.0     AnnualLeave 30.0     M.T.P.Donated.YID 0.0     LB.Leave 0.0       Projected.AL 55.0     Rel.Comp.Time 0.0     Rel.Comp.Time 0.0     Rel.Comp.Time 0.0     Rel.Comp.Time 0.0       NDAA-1111.0.0     Empy.Restored.AL 0.0     PPL.Used 5.0     MLTP.Leave 0.0     DM.Leave 0.0														
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	Change	Indicators								[	I				Ţ
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	T Other				32.			-1	a.		31	- 11		<u>/L</u>	-1-
	Total B	ase	0.0	5.0	5.0	5.0	5.0	5.0	0.0	0.0	5.0	5.0	5.0	5.0	T

Figure 1: 5 Hours FMLA-PPL on Timecard

- 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.





- 9. Enter end time to match another I hours.
- 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"*.

Admin Officer Trainer, Sally I.	NIH) ITAS Integrated Time and Attendance System														
<ul> <li>Dashboard</li> <li>Reports</li> </ul>	Employee: Employee, Testing A.														
<ul> <li>New Employee</li> <li>New Contractor</li> <li>Organizations</li> </ul>	Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests Telework Requests LTP LB Relationships														
Change Role: Employee		Pay	/ Period 08/13/2	23-08/26/23 202											
<ul> <li>Approving Official</li> <li>Timekeeper</li> <li>ITAS Administration</li> </ul>	SSM; 212-99-8888 SAG; HNA Abbr; OD													_	
<ul> <li>About ITAS</li> <li>Help</li> </ul>	Approved by: Transmitted On: Tour Hours: 50.0 Annual Leave Category: 08 PP; 2023/18														
Annual.Leave 320 0 Credit.Hours 0 0 Credit.Hours.Lost 0 0 Sick.Leave 976 0 FEL.Liaed 0 0 LB.Donated YID 0 0 Restored AL 0 Comp.Time 0 0 Religner Time 0 A Sick.Leave 0 0 VLTP.Donated YID 0 0 LB.Leave 0 0 Projected AL 5 Rel.Comp.Time 0 ARELORD Time 0 A Sick.Leave 0 0 VLTP.Leave 0 0 NDRAh:111 0 0 Empy.Restored AL 0 0 PL.Liaed 4 0															
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		Change Indicators				1	1	1			I			Ì	П
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		Regular		5.0	5.0	5.0	5.0	5.0			1.0	5.0	5.0	5.0	5
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		FMLA-PPL 07/10/2023 Birth			li internet and a second se			1			4.0			1	П
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		Total Base	0.0	5.0	5.0	5.0	5.0	5.0	0.0	0.0	5.0	5.0	5.0	5.0	Г
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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.

NIH National Institutes of Health													Office of Human Resources			
Employee		d Time and	Attendanc	e System												
<ul> <li>Request Leave</li> <li>Request Telework</li> <li>Certify Timecard</li> <li>Verify Timecard</li> <li>Sign In</li> <li>Sign Out</li> <li>Donate to VLTP</li> </ul>	Certify Timecard															
<ul> <li>Donate to Leave Bank</li> <li>Leave Bank Membership</li> </ul>	ship SAC: HN4B4 Abbr. ITB															
<ul> <li>Personal</li> <li>Tour of Duty</li> </ul>	Approved by: Transm	itted On: Tour Ho	ours: 80.0	Annual Leave Cat	egory: 08	<u>P.P.</u> ; 2023/19										
<ul> <li>Reports</li> <li>myPay</li> <li>ITAS Messages</li> <li>About ITAS</li> <li>Help</li> <li>Close</li> </ul>	Annual.Leave 184 0 Credit.Hours 0.0 Credit.Hours.Lost 0.0 Sick Leave 160.0 EEL.Used 0.0 LB.Donated.YID 8.0 Restored AL 0.0 Comp.Time 0.0 Projected.Comp.Time.Lost 0.0 Adv.Sick Leave 0.0 VLTP.Donated.YID 0.0 LB.Leave 0.0 Projected AL 80.0 RelComp.Time.00 RelComp.Time.States.Bave.galage NDAA.t111.0 Empty.Restored.AL 0.0 PEL.Used 3.0 PLUSE 24.0 VLTP.Leave 0.0 DVLeave 0.0 DVLeave 0.0 PLUSE 24.0 VLTP.Leave 0.0 PLUSE 24.0 PL															
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	PM Core		<u> </u>		1:00-3:00		<u> </u>					1:00-3:00				
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	Total Base	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			

- I. 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.

Employee	NIH		d Time and a	Attendance	System									
<ul> <li>Request Leave</li> <li>Request Telework</li> <li>Certify Timecard</li> </ul>	Certify Timecard													
<ul> <li>Sign In</li> <li>Sign Out</li> <li>Donate to VLTP</li> </ul>		Pay Period 08/27/23-09/09/23 2023/19    Select												
<ul> <li>Donate to Leave Bank</li> <li>Leave Bank Membership</li> </ul>	SAC	; HN4B4	Abbr: ITB											
<ul> <li>Personal</li> <li>Tour of Duty</li> </ul>		Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 08 P.P. 2023/19												
<ul> <li>Reports</li> <li>myPay</li> <li>ITAS Messages</li> </ul>	Annual Leave 184.0 Credit Hours 0.0 Credit Hours Loat 0.0 Sick Leave 160.0 FEL Used 0.0 LB.Donated YID 8.0 Restored AI 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VITP Donated YTD 0.0 LB Leave 0.0													
<ul> <li>About ITAS</li> <li>Help</li> <li>Close</li> </ul>	Projected AL 80 0 Rel. Comp.Time 0.0 Rel. Comp.Time Charged 0.0 Use.or.Lose 24.0 VLTE.Leave 0.0 DVL.Leave 0.0 NDAA-1111.0.0 Empy.Restored.AL 0.0 PEL.Losed 2.0													
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		Total Base	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0