INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

AO/TK/EMP REQUESTS FMLA-PPL LEAVE

Role: 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.

ORDERING/RULE FOR FMLA-PPL LEAVE REQUESTS
If an employee is requesting leave against the PPL account, they must request the leave within the event date and expiration of the PPL account.

FMLA-PPL AO/TK/EMP LEAVE REQUESTS
Clicking the link in the Leave Requests column in 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.

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 the FMLA-PPL field, see “Figure 1”.
6. Enter a comment if needed.
7. Click OK button.
8. Click OK on confirmation page.

CANCEL EXISTING REQUESTS
1. Scroll down to the Existing Requests section.
2. Check the Delete box(es) next to the requests, see “Figure 2”.
3. Click OK button.
4. Click OK on confirmation page

FMLA-PPL EMPLOYEE LEAVE REQUESTS
Login as Employee and click on Request Leave. In the Leave Request screen, click on other types. Requests can be submitted for a past, future, and/or current pay periods. Requests can be submitted for a full day or multiple days.

Figure 1: FMLA-PPL Leave Request
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 the FMLA-PPL field, see figure below.
6. Enter a comment if needed.
7. Click OK button.
8. Click OK on confirmation page.
### Existing Requests

<table>
<thead>
<tr>
<th>Delete Leave Type</th>
<th>Hours</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMLA-PPL 07/10/2023</td>
<td>5.0</td>
<td>08/21/2023</td>
<td>7:00AM</td>
<td>12:00PM</td>
<td>Pending</td>
<td>Test</td>
</tr>
</tbody>
</table>

*Figure 2: Cancelling Existing FMLA-PPL Leave Request*