INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

AO CREATES PPL ACCOUNT

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.

CREATE AN PPL ACCOUNT
An Admin Officer that wishes to create an PPL account for an employee must perform the following steps.

LEAVE BALANCE SCREEN
1. Click on an employee’s ‘Leave Balances’ link via AO dashboard.
2. Click on + button to expand/show the additional leave types.
3. For the new ‘PPL’ account:
   a. Select the Event type from the drop down in the ‘Event Type’.
   b. Enter ‘Effective Date’ and ‘Expiration Date’ will be calculated based on the event date.
   c. See “Figure 1”.
4. Enter a comment in ‘Leave Comments’.
5. Click OK button.
6. Click OK button on confirmation page.

CHANGE AN PPL ACCOUNT
An Admin Officer that wishes to change an PPL account for an employee must perform the following steps.

LEAVE BALANCE SCREEN
1. Click on an employee’s ‘Leave Balances’ link via AO dashboard.
2. Click on + button to expand/show the additional leave types.
3. For the existing ‘PPL’ account, the following fields can be updated:
   a. ‘Event Type’.
   b. ‘Event Date’.
   c. Event type can be changed only when there are no leave FMLA-PPL leave request pending or approved.
   d. When a FMLA-PPL leave request is pending and event date is changed to date after the leave request, the system will not allow the AO to edit the event date.
   e. Check ‘Delete Account’ checkbox to delete the account.
   f. When an FMLA-PPL leave request is pending or approved, then AO will not have the option to delete the account.
4. Enter a comment in ‘Leave Comments’.
5. Click OK button.
6. Click the OK button on confirmation page.
View the FMLA-PPL account
After Admin officer created the PPL account, he/she will be able to see the FMLA-PPL account info in the leave balance screen.

1. Click on an employee’s ‘Leave Balances’ link via AO dashboard.
2. Click on + button to expand/show the additional leave types.
3. After the PPL account is created, FMLA-PPL leave request information will be shown as per the below image.
4. The account will show the event type and used hours, and both will be read only.

**NOTES**

- PPL account creation option is available to all AO whose active employees are eligible for FMLA leaves.
- Multiple PPL accounts can exist for each employee.
- The event date and event type are mandatory for creation of PPL account.
- The event date should not be before Enter on duty date of the employee and before 10/01/2020.