

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 <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** 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

- I. 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

- I. 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.



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Dashboard Jeports Jew Employee Jew Contractor Organizations	Employee: Employee, Personal Payroll	Testing A Tour of	Duty Options	Leave Balances	Timecard	Leave Requ	ests Te	lework Requests	LTP LB R	elationships				
ange Role: imployee approving Official	Leave Type		Prior Year	Earned/ Granted	Pay Period Used	08/13/23-08 Available	/26/23 20	23/18 V Sele	ct					
imekeeper TAS Administration	Annual Leave		240.0	80.0	(0.0	320.0		PT Carry Over	7.0	Annual		240.0	
bout ITAS lelp lose	Annual Leave Dona Projected Annual L Use/Lose Hours	ated Hours eave	130.0	55.0			VLTP	0.0 Begin Balance Balance	Leave Bank 135.0 135.0	0.0				l
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	Comp.Time	ed Hours		0.0		0.0	0.0	0.0 Earned	Leave Bank 0.0	0.0 Used	0.00	Converting	2024/18	j
	NDAA-1111	v Account		0.0		0.0	0.0	Effective Date	Expiration Date	Delete Account		_		
	Emmy Restored Al	a recount		0.0		0.0	0.0	Effective Date	Evniration Date	Donate Account		Dolote	Account	4

Continuation.of.Pay					Date of Injury	Returned to Work	Expires		
Injury:	~	0.0	0.0	0.0					
Raid Ratental Leave	Event Type				Event Date	Event Expiration	Delete		
PPL 07/10/2023	Birth 🗸		0.0		07/10/2023	07/09/2024			
New Event	~								
Furl Lapsed Appr			0.0		Year	2023	Total Used	0.0	
Eurlough:Other			0.0		Year	2023	Total Used	0.0	
Leave Without Pay			0.0				Used Last Yr	0.0	
Suspension			0.0				Used Last Yr	0.0	
AWOL			0.0				Used Last Yr	0.0	
MLTP					SL Accrual 40.0	AL Accrual 40.0	Balance 8.0		
Non-Pay			0.0						

Leave Comments

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OK Reset

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.

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Resources

- I. 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.

Admin Officer Trainer, Saily i.	NIH TAS Integrated Time and Attendance System										
 Dashboard Reports New Employee New Contractor 	Employee: Employee, Testing / Personal Payroll Tour of	A. Duty Options	Leave Balances	imecard Lea	ave Requests Te	lework Requests	LTP LB R	elationships			
 > Organizations Change Role: > Employee > Approving Official 	Leave Type	Prior Year	Earned/ Granted	Pay Period 08	13/23-08/26/23 20 Available	23/18 V Sele	ct				
ITAS Administration	Annual Leave	240.0	80.0	0.0	320.0		PT Carry Over	7.0	Annual		240.0
About ITAS	Annual Leave Donated Hour	ş			VLTP	0.0	Leave Bank	0.0			
▶ Help	Projected Annual Leave		55.0			Begin Balance	135.0				
> Close	Use/Lose Hours	130.0				Balance	135.0				
	Sick Leave	936.0	40.0	0.0	976.0		PT Carry Over	0.0			
	Advanced SL					Effective Date	Expiration Date	Delete Account			
	New Account	t	0.0	0.0	0.0						
	- More										
	Restored AL		0.0	0.0	0.0		Lost	2023/18	Total Available		0.0
	Restored AL Donated Hours				VLTP	0.0	Leave Bank	0.0			
	Comp.Time		0.0	0.0	0.0	Earned	0.0	Used	0.0	Converting	2024/18
	NDAA-1111					Effective Date	Expiration Date	Delete Account			
	New Account	t	0.0	0.0	0.0						
	Empy Restored AL					Effective Date	Expiration Date	Donate Account		Delet	e Account
	New Account	t	0.0	0.0	0.0						
	Religious Comp Time		0.0	0.0	0.0	Earned	0.0	Used	0.0	Converting	2024/5
	Comp.Time.for.Travel.(CTT)				0.0	Earned	0.0	Used	0.0	Losing	2024/18
	Credit Hours		0.0	0.0	0.0	Lost	0.0				
	EMLA		300.0	0.0	300.0	Effective Date	Aug 21 2023				
	FMLA - Annual Leave			0.0							
	FMLA - Sick Leave			0.0							
	FMLA - LWOP			0.0							
	FMLA-PPL 07/10/2023	Birth		0.0							
	EXpanged ENICATONOE)		24.0	0.0	24.0						
	Family Friendly Leave			0.0	65.0						

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.