

INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): AO/TK SETS REMOTE FLAG FOR A USER IN THEIR TIMECARD

Role: Admin Officer, Timekeeper

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.

SETTING REMOTE FLAG FOR A USER'S TIMECARD

As an AO/TK, a user's regular hours can be designated as 'Remote' via the 'Timecard' module.

NOTES:

1. Leave Approving Official (LAO) or Alternate LAO must add remote eligibility before AO/TK can make update to the timecard to reflect remote hours.
2. If an 'Admin Officer' or 'Timekeeper' is updating a user's Timecard such that there will be None (in-office), Remote, and a leave (e.g. Sick Leave) on one day, it is critical that the partial day of leave is requested/approved first. Afterwards, the remaining block can be manually updated/split to 2x portions, 1 of None and 1 of Remote.

TIMECARD

3. Login as an 'Admin Officer' or 'Timekeeper', ensure either AO or TK role is active.
4. Click 'Dashboard'.
5. For an 'Eligible for Remote Telework' employee, click on their 'Timecard' tab.
6. Ensure Regular hours exist and are populated for the employee.
7. Click the square button next to 'Regular'.
8. For pertinent days, select 'Telework' dropdown to be 'Remote', see "Figure 1".
9. Click OK button.
10. Click OK on confirmation page.
11. Visually verify that the user is now showing 'Remote' for pertinent days, see "Figure 2". The telework type will also show as 'Remote'.

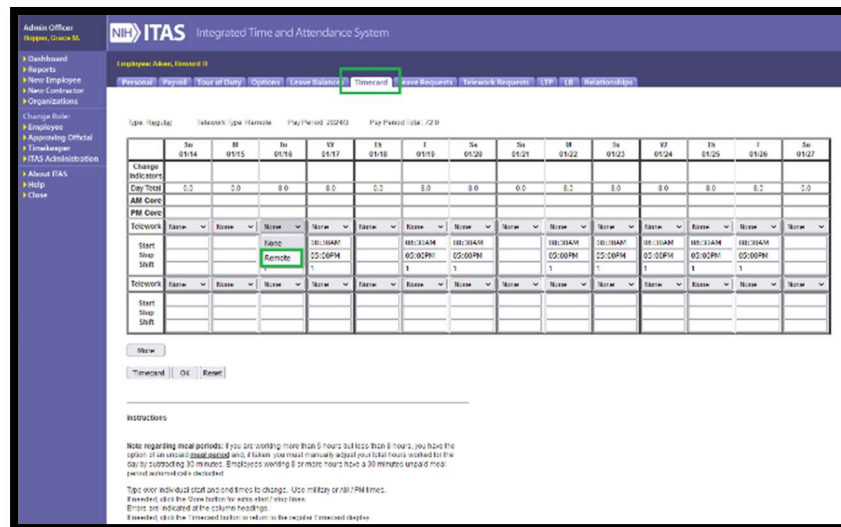


Figure 1: Timecard screen, Change Regular hours flag to 'Remote'

Admin Officer
Hopper, Grace M.

NIH ITAS Integrated Time and Attendance System

Employee: Aiken, Howard H

Personal Payroll Tour of Duty Options Leave Balances **Timecard** Leave Requests Telework Requests LTP LB Relationships

Type: Regular Telework Type: **Remote** Pay Period: 2024/3 Pay Period Total: 72.0

	Su 01/14	M 01/15	Tu 01/16	W 01/17	Th 01/18	F 01/19	Sa 01/20	Su 01/21	M 01/22	Tu 01/23	W 01/24	Th 01/25	F 01/26	Sa 01/27
Change Indicators		I	TR	TR		TR	TR		TR	TR	TR	TR	TR	
Day Total	0.0	0.0	8.0	8.0	0.0	8.0	8.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
AM Core														
PM Core														
Telework	None	None	Remote	Remote	None	Remote	Remote	None	Remote	Remote	Remote	Remote	Remote	None
Start			08:30AM	08:30AM		08:30AM	08:30AM		08:30AM	08:30AM	08:30AM	08:30AM	08:30AM	
Stop			05:00PM	05:00PM		05:00PM	05:00PM		05:00PM	05:00PM	05:00PM	05:00PM	05:00PM	
Shift			1	1		1	1		1	1	1	1	1	
Telework	None	None	None	None	None	None	None	None	None	None	None	None	None	None
Start														
Stop														
Shift														

More

Timecard OK Reset

Instructions

Figure 2: Timecard screen, Confirm 'Remote' is showing for pertinent days and for Telework Type