

# INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

# LAO SETS REMOTE ELIGIBILITY FOR A USER

Role: Leave Approving Official

### **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 **Approving Official** role.

### **SETTING REMOTE FOR A USER**

As an LAO, a user can be designated as a 'Remote' employee via the 'Manage Telework' module.

#### MANAGE TELEWORK

- I. Ensure 'Approving Official' role is active.
- 2. Click 'Manage Telework'.
- 3. For an employee, click 'Telework Details' button.
- 4. Enter 'Start Date' and 'Expiration Date'.
- 5. From 'Status' dropdown, select 'Eligible for Remote', see "Figure 1".
- 6. Click OK button.
- 7. Click OK on confirmation page.
- 8. In 'Manage Telework' screen, visually verify that the user is now showing a status of 'Eligible for Remote', the type will also show 'Remote', see "Figure 2".

Approving Official Hopper, Grace M.	NIH) ITAS Integrated Time and Attendance System	4 A				
<ul> <li>Approve Leave</li> <li>Approve Timecards</li> <li>Approve for</li> <li>Approve Tours</li> <li>Designate Alternates</li> </ul>	Employee: Alken, Howard H					
	Manage Telework/Remote Details					
<ul> <li>Manage Telework</li> <li>Approve Telework</li> <li>Approve Telework Tour</li> </ul>	Current Slatus: Eligible for Ad hoc Telework					
<ul> <li>Reports</li> <li>ITAS Messages</li> </ul>	Start Date         01/07/2024         Expiration Date         12/14/2024					
Change Role: > Employee > Timekeeper > Admin Officer > ITAS Administration > About ITAS > Help > Close	Type: Ad hoc					
	Status Eligible for Ad hoc Telework  Select Status					
	Termination Eligible for Regular Telework Eligible for Ad hoc Telework Eligible for Ad hoc Telework Eligible for Ad hoc Telework Const Eligible for Ad hoc Telework Const Eligible Eased on Tenere Eligible Eased on Conduct Telework Eligible Eased on Conduct Ineligible Eased on Conduct Ineligible Eased on Conduct, Dutes, and Performance					
	Bigble for Remote      Beguired fields are marked with an asterisk (*).      The Expiration Date is automatically calculated to be 1 year after the Start Date.      The Expiration Date is automatically calculated to be 1 year after the Start Date.      An email notification will be sent to the LAO and Employee 30 days prior to the Expiration Date.      A remination Reason must be selected when the Termination Date is populated.      Type over or change the selection of any field.      Click the Reset Ution to walldate and save the entered information.      Fields in error are marked with an exclamation mark (t). The error message at the top of the screen refers to the first field in error.					

Figure 1: Manage Telework/Remote Details screen shows Dropdown for 'Eligible for Remote'





Approving Official		Time and Attendance	Custom				a the		
Hopper, Grace M.		a Time and Attendance	System				18-		
<ul> <li>Approve Leave</li> <li>Approve Timecards</li> <li>Approve for</li> <li>Approve Tours</li> <li>Designate Alternates</li> <li>Manage Telework</li> <li>Approve Telework</li> </ul>	Manage Telework/Remote								
	Employee	Telework Details	Status	Туре	Start Date	Expiration Date	Termination Date		
	Aaberg, Amanda A	Telework Details	Eligible for Regular Telework	Regular	01/18/2024	12/14/2024	N/A		
	Abassi, Andrea	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/02/2024	12/14/2024	N/A		
Approve Telework Tour	Abington, Tiffany	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/31/2024	12/24/2024	<u>N/A</u>		
Reports     ITAS Messages     Change Role:     Employee     Timekoenes	Abrishami, Claire	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/08/2024	12/29/2024	N/A		
	Acosta, Tonya	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/29/2024	12/12/2024	N/A		
	Ahmad, Efi	Telework Details	Undetermined	N/A	N/A	N/A	N/A		
Admin Officer	Ahn, Lynn	Telework Details	Eligible for Regular Telework	Regular	01/21/2024	12/10/2024	N/A		
ITAS Administration	Aiken, Howard H	Telework Details	Eligible for Remote	Remote	01/07/2024	12/14/2024	N/A		
About ITAS Help	Akespeare, William	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/11/2024	12/02/2024	N/A		
• Close	Akiyama, Ann	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/27/2024	12/28/2024	N/A		
	Ali, Sheila	Telework Details	Undetermined	N/A	N/A	N/A	N/A		
	Allen, Kristina	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/16/2024	12/31/2024	<u>N/A</u>		
	Allume, Andrew	Telework Details	Eligible for Regular Telework	Regular	01/04/2024	12/20/2024	N/A		
	Alvarez, Justina	Telework Details	Eligible for Regular Telework	Regular	01/09/2024	12/12/2024	N/A		
	Amaya, Dolores	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/15/2024	12/09/2024	<u>N/A</u>		
	Amos, Janet	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/01/2024	12/06/2024	N/A		
	Anders, Tanisha	Telework Details	Eligible for Regular Telework	Regular	01/14/2024	12/11/2024	N/A		
	Anderson, Kathryn L	Telework Details	Eligible for Regular Telework	Regular	01/20/2024	12/28/2024	N/A		
	Anu, Lian	Telework Details	Eligible for Regular Telework	Regular	01/20/2024	12/12/2024	<u>N/A</u>		
	Any, Anne	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/14/2024	12/23/2024	N/A		
	Apple, Finn	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/06/2024	12/12/2024	<u>N/A</u>		
	Aquilar, Melissa	Telework Details	Eligible for Regular Telework	Regular	01/29/2024	12/10/2024	N/A		
	Aram, Adil	Telework Details	Eligible for Regular Telework	Regular	01/23/2024	12/13/2024	N/A		
	Arber, Lisa G	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/27/2024	12/09/2024	N/A		
	Arias, Mila	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/21/2024	12/10/2024	N/A		
	Armstrong, Jack	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/02/2024	12/17/2024	N/A		
	Armstrong, Louis	Telework Details	Eligible for Regular Telework	Regular	01/26/2024	12/26/2024	<u>N/A</u>		

Figure 2: Manage Telework screen, shows status of 'Eligible for Remote' and type of 'Remote'

