INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

MAXIFLEX EMPLOYEE SETS REMOTE FLAG IN THEIR TIMECARD

Role: Employee (with Maxiflex Tour of Duty)

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, ensure the **Employee** role is selected.

SETTING REMOTE FLAG FOR A MAXIFLEX USER'S TIMECARD

As an Employee, a user can set their Maxiflex hours to be 'Remote' via the 'Certify Timecard' module.

NOTES:

- 1. Leave Approving Official (LAO) or Alternate LAO must add remote eligibility before EMP can make update to the timecard to reflect remote hours.
- 2. The Employee must be in a Maxiflex tour of duty, or they will be unable to set their own hours as 'Remote'.

CERTIFY TIMECARD

- 3. Login as an 'Employee', ensure that role is active and the user has Maxiflex tour of duty.
- 4. Click 'Certify Timecard'.
- 5. Ensure Regular hours exist and are populated, enter as appropriate if needed.
- 6. Click the square button next to 'Regular', see "Figure 1".
- 7. For a remote day, select 'Telework' dropdown to be 'Remote' but do not enter Start/Stop times. see "Figure 2".
- 8. Click OK button.
 - a. Expected: Drop down for that day now reflects "Remote".
 - b. Actual: Dropdown set to "None" though change indicator shows "Remote"; should show remote. (This has reported as software bug and will be fixed in upcoming release package).
 - c. If start/stop times are entered after clicking OK/Confirm, the "Remote" dropdown does show as expected.
- 9. Click OK on confirmation page.



10. Visually verify that 'Remote' is now showing for pertinent days. The telework type will also show as 'Remote'.

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Resources

Employee Aiken, Howard H.	NIH) ITAS Integrated Time and Attendance System	8									
Request Leave Request Telework Certify Timecard	Certify Timecard										
Verify Timecard Sign In Sign Out Donate to VLTP	Pay Period (02)25/24-03/09/24 3024/6 v Select										
Donate to Leave Bank Leave Bank Membership	SAC: HNA Abbr, OD										
Personal Tour of Duty	Approved by: Transmitted On: Tour Hours: 90.0 Annual Leave Category: 06 PP: 2024/6										
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Employee Aiken, Howard H.	NI	NIH) ITAS Integrated Time and Attendance System													8		
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Figure 2: Timecard Details screen, select 'Remote' for pertinent days and verify Telework Type shows as 'Remote'

