

INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

MULTIPLE ROLES SET REMOTE ELIGIBILITY FOR A USER

Role: Leave Approving Official, Admin Officer, Timekeeper

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.

SETTING REMOTE FOR A NEW USER

Multiple roles are included in the full flow regarding setting up a new user for Remote. As a pre-requisite, an AO must have created the new employee, populated necessary information (e.g. Payroll, Tour of Duty), and created Leave Balances and a Timecard for the current pay period. Once completed, the LAO can set Remote eligibility (steps below), and then an AO/TK can set Remote hours on the Timecard (steps further below).

SETTING REMOTE ELIGIBILITY FOR A NEW 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	2 AN											
Approve Leave Approve Timecards	Employee: Alken, Howard H												
 Approve for Approve Tours Designate Alternates 	Manage Telework/Remote Details												
 Manage Telework Approve Telework Approve Telework Tour 	Current Status: Eliaible for Ad hoc Telework												
 Reports ITAS Messages 	Start Date 01/07/2024 Expiration Date 12/14/2024 Termination Date												
Change Role: >Employee >Timokepee: >Jadmin Officer >JAdmin Officer >JAB Administration >Admin ITAS >Help >Close	Type Ad hoc Status Eligible for Ad hoc Televork Status Eligible for Ad hoc Televork Status Eligible for Agular Televork Status Eligible for Adhoc and Regular Televork Grav Eligible for Adhoc and Regular Televork Const Eligible Endoyce Declined to Televork Const Eligible Eased on Coduct Ineligible Based on Coduct Ineligible Based on Performance Instructions Eligible for Remote Regular delidis are marked with an adkrisk (*) The Espiration Date and hos intered to be less than 1 year after the Start Date. The Espiration Date can be intered to be less than 1 year after the Start Date. The Espiration Date can be intered to be less than 1 year after the Start Date. The Espiration Date can be intered to be less than 1 year after the Start Date.												
	Type over or change the selection of any field. Click the CX button to validate and save the entered information. Click the Reset button to disregation of undinges and re-display the screen. Fields in error are marked with an exclamation mark (b). 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 Hopper, Grace M.	NIH ITAS Integrated Time	and Attendance	e System				8								
 Approve Leave Approve Timecards Approve for 	Manage Telework/Remote														
Approve Tours Designate Alternates	Employee	Telework Details	Status	Туре	Start Date	Expiration Date	Termination Date								
Manage Telework	Aaberg, Amanda A	Telework Details	Eligible for Regular Telework	Regular	01/18/2024	12/14/2024	N/A								
Approve Telework	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	N/A								
Reports ITAS Messages	Abrishami, Claire	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/08/2024	12/29/2024	N/A								
Change Role:	Acosta, Tonya	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/29/2024	12/12/2024	N/A								
Employee Timekeeper	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	N/A								
	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	N/A								
	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	N/A								
	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	N/A								

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

SETTING REMOTE FLAG FOR A NEW 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 (inoffice), 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, I of None and I 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 3".
- 9. Click OK button.
- 10. Click OK on confirmation page.





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Figure 3: Timecard screen, Change Regular hours flag to 'Remote'

Admin Officer Hopper, Grace M.	NIH) ITAS Integrated Time and Attendance System															
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Figure 4: Timecard screen, Confirm 'Remote' is showing for pertinent days and for Telework Type