



INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): CHANGE EMPLOYEE'S DISABLED VETERAN LEAVE ACCOUNT



OFFICE of HUMAN RESOURCES

Roles: Admin Officer

LOGGING IN

USE YOUR PIV CARD AND PIN

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 login without PIV link.

CHANGING EMPLOYEE DISABLED VETERAN LEAVE ACCOUNT

- The system shall allow the effective date, expiration date and granted hours to be modified on the Leave Balances screen.
- The system shall display total hours granted to employee.
- The system shall not allow total granted hours to be more than 200.
- The system shall display total hours used.
- The system shall display total hours available.
- The system shall display the effective date and expiration date.

Employee
Armstrong, Louis

- Request Leave
- Request Telework
- Verify Timecard
- Sign In
- Sign Out
- Donate to VLTP
- Donate to Leave Bank
- Leave Bank Membership
- Personal
- Tour of Duty
- Reports
- myPay
- ITAS Messages
- Change Role:
 - Timekeeper
 - Admin Officer**
- ABOUT ITAS
- Help
- Close

Changing Disabled Veteran Leave account attributes by performing the following steps:

1. Click the appropriate role from the menu.
2. From the Dashboard, click the link in the Leave Balances column for an employee.
3. Click on the "+" button to show Disabled Veteran Leave account under the additional leave types.
4. Make note of the employee's current Disabled Veteran Account's Effective Date, Expiration Date and Granted Hours.
5. Make appropriate change of the dates and/or amount.
6. Enter a comment - required.
7. Click the OK button to save the change.

Employee: Mouse, Mickey

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

Pay Period 04/02/17-04/15/17 2017/8 Select

Leave Type	Prior Year	Earned/Granted	Used	Available					
Annual Leave		0.0	0.0	0.0	0.0	PT Carry Over	0.0	Annual	240.0
Annual Leave Donated Hours					VLTP 0.0	Leave Bank	0.0		
Projected Annual Leave		80.0			Begin Balance	0.0			
Use/Lose Hours		0.0			Balance	0.0			
Sick Leave		0.0	0.0	0.0	PT Carry Over	0.0			
Advanced SL					Effective Date	Expiration Date	Delete Account		
New Account		0.0	0.0	0.0					
- More									
Restored AL		0.0	0.0	0.0	Lost	2017/8	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 2018/8
Religious Comp Time		0.0	0.0	0.0	Earned	0.0	Used	0.0	Converting 2017/12
Comp Time for Travel (CTT)					Earned	0.0	Used	0.0	Losing 2018/8
Credit Hours		0.0	0.0	0.0	Lost	0.0			
FMLA		480.0	0.0	480.0	Effective Date	Apr 11 2017			
FMLA - Annual Leave				0.0					
FMLA - Sick Leave				0.0					
FMLA - LWOP				0.0					
Expanded FMLA (LWOP)		24.0	0.0	24.0					
Disabled Veteran Leave 01/08/2017		104.0	0.0	104.0	01/08/2017	01/07/2018			
Family Friendly Leave		0.0	0.0	0.0					
Military Funeral Leave			0.0		Year	2017	Total Used		0.0

