



# INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): ASSIGN AN EMPLOYEE DISABLED VETERAN LEAVE ELIGIBILITY



OFFICE of HUMAN RESOURCES

Roles: Admin Officer, Timekeeper

## 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.

## ASSIGNING EMPLOYEE DISABLED VETERAN LEAVE ELIGIBILITY

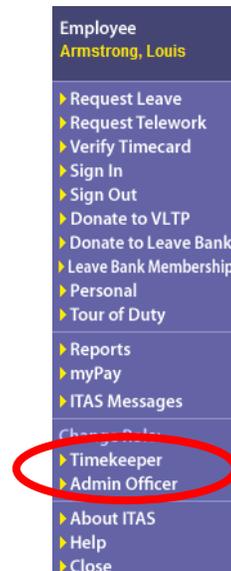
The system allows a TK or AO to set an employee's DVL eligibility as follows:

- None
- First time federal employee
- Returning from a break in service of at least 90 days
- Returning from a break in service due to military service

Assigning Disabled Veteran Leave eligibility to an employee by performing the following steps:

1. Click the appropriate role from the menu.
2. From the Dashboard, click the link in the Payroll column for an employee.
3. Make note of the employee's current Disabled Veteran eligibility.
4. Select the correct Disabled Veteran eligibility reason.
5. Click the OK button to save the change.

Note: A Disabled Veteran Leave account is created and 104 hours becomes available upon setting employee's eligibility. This balance may need to be adjusted on the Leave Balances screen based on the employee's tour of duty



Employee: Mouse, Mickey

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

Enter On Duty Date: 11/27/2016 Service Computation Date: 11/27/2016 Separation Date: [ ]

Status: Active

SAC Code: HNC7K

Common Acct No.: 71111111

Approving Official: Bond, James

Timekeeper: Lane, Lois

Pay Basis: Annually

Type: General Schedule

Pay Plan: AD-Administratively Determined

Type of Appointment: Temporary

Military Status: None

Remarks: [ ]

Special FMLA:

Disabled Veteran: First time federal employee

OK Reset

**4**

**Instructions**

Type over or change the selection of any field. Click OK or any navigation to validate changes and update the database.

Required fields are marked with an \*.

Reset ignores pending changes and re-displays the screen.

OK validates the entered information and updates the database if no errors are found.

Fields in error are marked with <sup>!</sup>. The error message at the top of the page refers to the first field in error.

Click on tabs or left navigation area to go to different screens.

[Back to top](#)