



INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): AO OR TK CHANGING TIMECARD WITH DISABLED VETERAN LEAVE



OFFICE of HUMAN RESOURCES

Roles: Admin Officer and Timekeeper

LOGGING IN

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 non-PIV login page link. Once logged into ITAS, select the Timekeeper or Admin Officer role.

- ▶ Approve Leave
- ▶ Approve Timecards
- ▶ Approve for...
- ▶ Approve Tours
- ▶ Designate Alternates
- ▶ Manage Telework
- ▶ Approve Telework
- ▶ Approve Telework Tour
- ▶ Reports
- ▶ ITAS Messages
- Change Role:
 - ▶ Employee
 - ▶ Timekeeper
 - ▶ Admin Officer
 - ▶ ITAS Administration
- ▶ About ITAS
- ▶ Help
- ▶ Close

DISABLED VETERAN LEAVE ON TIMECARD

Clicking the value in the Timecard column on the Dashboard or clicking the Timecard tab in the employee's profile displays the Timecard screen. AO/TK can remove or reduce Disable Veteran Leave hours from current or past timecard.

The following rules apply:

- Disable Veteran Leave hours are not allowed to be added directly onto the timecard.
- Disable Veteran Leave hours can be reduced or removed from the timecard.
- Disable Veteran Leave time be in 15 minute increments.

TIMECARD

Employee: Mouse, Mickey

Personal Payroll Tour of Duty Options **Timecard** Leave Requests Telework Requests LTP

Pay Period 03/05/17-03/18/17 2017/6

SSN: 010-22-2332 SAC: HNC7K Abbr: NCI DBS LHC

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 04 PP: 2017/6

Annual Leave 4.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 4.0 FFL Used 0.0 LB Donated YTD 0.0
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VLTP Donated YTD 0.0 LB Leave 0.0
 Projected AL 88.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 0.0 VLTP Leave 0.0 DV Leave 72.0

Type	Su 03/05	M 03/06	Tu 03/07	W 03/08	Th 03/09	F 03/10	Sa 03/11	Su 03/12	M 03/13	Tu 03/14	W 03/15	Th 03/16	F 03/17	Sa 03/18	Supps	Total
Change Indicators		I	I													
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core																
PM Core																
<input type="checkbox"/> Regular		4.0	4.0	8.0	8.0	8.0			8.0	8.0	8.0				4.0	56.0
<input type="checkbox"/> Annual Leave															0.0	0.0
<input type="checkbox"/> Sick Leave															0.0	0.0
<input type="checkbox"/> Disabled Veteran Leave 01/28/2017		4.0	4.0									8.0	8.0		-4.0	24.0
<input type="checkbox"/> Other																
Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
<input type="checkbox"/> OT-Irregular Earned															0.0	0.0
<input type="checkbox"/> Holiday Pay															0.0	0.0
<input type="checkbox"/> Comp Time-Earned															0.0	0.0
<input type="checkbox"/> Other																

Supplements entered in the pay period : 2017/6

Supplement For	PP Affected	Type	Hours	Start Time	End Time	Date Processed	By Whom	Telework
03/03/2017	2017/5	Regular	4.0	7:30AM	11:30AM	03/06/2017	Lane, Lois	No
03/03/2017	2017/5	Disabled Veteran Leave	-4.0	12:00PM	4:00PM	03/06/2017	Lane, Lois	N/A

NIH/Quick Reference Guide
Disabled Veteran Leave

FEB 2017
Roles: Admin Officer and Timekeeper

Employee: Mouse, Mickey

Type: Disabled Veteran Leave 01/28/2017

Pay Period: 2017/6

Pay Period Total: 24.0

	Su 03/05	M 03/06	Tu 03/07	W 03/08	Th 03/09	F 03/10	Sa 03/11	Su 03/12	M 03/13	Tu 03/14	W 03/15	Th 03/16	F 03/17	Sa 03/18
Change Indicators		I	I											
Day Total	0.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0	8.0	0.0
Start Stop		07:30AM 11:30AM	07:30AM 11:30AM									07:30AM 04:00PM	07:30AM 04:00PM	
Start Stop														