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

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.

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

Supplements entered in the pay period: 2017/6

<table>
<thead>
<tr>
<th>Supplement For</th>
<th>FF Affected</th>
<th>Type</th>
<th>Hours/Start Time</th>
<th>End Time</th>
<th>Date Processed</th>
<th>By Whom</th>
<th>Telework</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/03/2017</td>
<td>20/17/5</td>
<td>Regular</td>
<td>4:00 7:00AM</td>
<td>12:00PM</td>
<td>03/05/2017</td>
<td>Lane, Loc</td>
<td>No</td>
</tr>
</tbody>
</table>

Employee: Mouse, Mickey
Pay Period: 03/05/17-03/31/17 2017/6
SSN: 011-23-2302
Role: NO DBS LHC

[Table and chart data]

NIH/Quick Reference Guide
Disabled Veteran Leave

Roles: Admin Officer and Timekeeper

FEB 2017
### Employee: Mickey Mouse

- **Type:** Disabled Veteran Leave 01/28/2017
- **Pay Period:** 2017-06
- **Pay Period Total:** 24.0

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<thead>
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<th></th>
<th>Su 03/05</th>
<th>M 03/06</th>
<th>Tu 03/07</th>
<th>W 03/08</th>
<th>Th 03/09</th>
<th>F 03/10</th>
<th>Sa 03/11</th>
<th>Su 03/12</th>
<th>M 03/13</th>
<th>Tu 03/14</th>
<th>W 03/15</th>
<th>Th 03/16</th>
<th>F 03/17</th>
<th>Sa 03/18</th>
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</thead>
<tbody>
<tr>
<td>Change Indicators</td>
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<td></td>
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<td>07:30AM</td>
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</tr>
<tr>
<td>Stop Time</td>
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<td></td>
<td></td>
<td>04:00PM</td>
<td>04:00PM</td>
<td></td>
</tr>
</tbody>
</table>

- **More...**
- **Timecard** | **OK** | **Reset** |