INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):
AO OR TK REQUESTS 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 REQUESTS
Clicking the value in the Leave Requests column on the Dashboard or clicking the Leave Requests tab in the employee’s profile displays the Leave Request screen. Requests can be submitted for a past, future and current pay period but must be between Effective and Expiration dates. Requests can be submitted for a partial or full day or multiple days. The following rules apply:
- Leave may be requested for available amount of DVL hours.
- Leave may be requested within DVL effective and expiration date.
- Leave requires that leave time be in 15 minute increments.
- Leave may be requested for tour hours only.

LEAVE REQUEST
Click the + button to show the Leave Request expanded view.

Full Day Request
- Fill in the Start and End Dates. Full day requests do not require a start and end time. The system will assign the time from the regular tour hours.
- Enter the Hours next to the Leave Type.
- Enter a comment if needed.
- Click OK.

Partial Day Request
- Fill in the Start Date.
- Fill in the Start Time.
- Select AM or PM.
- Enter either the Number of Hours or the Stop Time (AM or PM must be selected for Stop Time).
- Click Calculate Hours to fill in the missing Number of Hours or Stop Time.
- Enter the Hours next to the Leave Type.
- Enter a comment if needed.
- Click OK.
CANCEL existing requests

1. Scroll down to the Existing Requests section.
2. Check the Delete box(es) next to the requests.
3. Click the OK button.