



INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

AO OR TK REQUESTS DISABLED VETERAN LEAVE

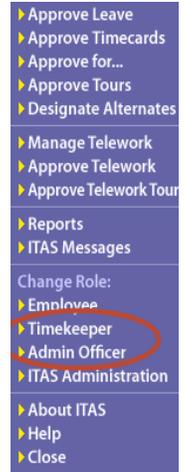


OFFICE of HUMAN RESOURCES

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.



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 four 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.

The screenshot shows the 'New Request' form for 'Employee: Mousa, Micky'. It includes fields for Start Date, End Date, Start Time, and Hours. Below these is a table of leave types with their respective balance and projected hours.

Leave type	Balance Hours	Projected	Remark
Annual Leave	0.0	0.0	Projected: 96.0
Sick Leave	0.0	0.0	
Comp Time	0.0	0.0	
Religious Comp Time		0.0	
Comp Time for Travel (CTT)	0.0	0.0	
Disabled Veteran Leave 01/08/2017	104.0	0.0	
Family Friendly Leave	0.0	0.0	Care of family member - child birth
Military Funeral Leave		0.0	
Excused Absence		0.0	
Court Leave		0.0	Juror
Voting Leave		0.0	
Bone Marrow Donor	56.0	0.0	
Organ Donor	240.0	0.0	
Preventive Health	4.0	0.0	
Leave Without Pay		0.0	

Below the table is a 'Leave Comments' text area and an 'Existing Requests' section indicating there are no existing requests.

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.

Employee: Mouse, Micky

Start Date End Date

For partial day leave only,
Select the Start Time and fill out the Hours or select the Start and End times.

Start Time : : 00 AM PM

Hours **OR** End Time : : 00 AM PM [Calculate Hours](#)

New Request

Leave type	Balance Hours	Remark
Annual Leave	0.0 <input type="text"/> 0.0	Projected: 96.0
Sick Leave	0.0 <input type="text"/> 0.0	
Comp Time	0.0 <input type="text"/> 0.0	

Leave Comments

Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Disabled Veteran Leave	01/08/2017 8.0	02/15/2017	7:30AM	4:00PM	Pending	
<input type="checkbox"/>	Disabled Veteran Leave	01/08/2017 8.0	02/16/2017	7:30AM	4:00PM	Pending	
<input type="checkbox"/>	Disabled Veteran Leave	01/08/2017 8.0	02/17/2017	7:30AM	4:00PM	Pending	