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.

TIMECARD DETAIL REPORT
Execute the Timecard Detail Report by performing the following steps:
1. Click the Reports menu item.
2. Select Timecard Detail Report from the Reports list.
3. Select an employee’s name from the Employee list – All Employees is the default.
4. Select a pay period from the Pay Periods list – Current pay period is the default.
5. Click the OK button.
   The Timecard Detail Report displays the Start/Stop Times and Telework Type for each day. (See Figure 1 below)

Figure 1 - Timecard Detail Report