INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): TIMECARD HOURS REPORT
Role: Leave Approving Official

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 HOURS REPORT

Execute the Timecard Hours Report by performing the following steps:
1. Click the Reports menu item.
2. Select Timecard Hours Report from the Reports list.
3. Enter From and To dates – Current pay period start and end dates are the default.
4. Select an employee’s name from the Employee list – All Employees is the default.
5. Click the OK button.
   The Timecard Hours Report displays the calendar month with employees’ hours; including Regular, holidays, leave, and AWS days. (See Figure 1 below)

Figure 1 - Timecard Hours Report