INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

AO OR TK REQUESTS COP LEAVE FOR A MAXIFLEX EMPLOYEE

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.

CONTINUATION OF PAY (COP) 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 and current pay period. Requests can be submitted for a full day or multiple days, including non-tour days. The following rules apply:

- Regular hours must be populated on the Timecard for tour days
- Requests cannot be submitted for a future pay period
- No other type of leave may be requested for the same day as COP
- Must populate Start Date, Start Time and Hours or End Time
- Leave must be submitted by the day, not hour
- Leave cannot be submitted for a non-tour day alone

LEAVE REQUEST

1. Click the + button to show the Leave Request expanded view.
2. Fill in the Start Date.
3. Fill in the Start Time and select AM or PM.
4. Fill in the End Time and select AM or PM (including the meal break, if applicable).
5. Enter the number of days, including non-tour days, next to the COP leave type.
6. Enter a comment if needed.
7. Click the OK buttons.

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.