INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):
AO OR TK REQUESTS 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.

LEAVE REQUESTS
Clicking the link in the Leave Requests column on the Dashboard or clicking the Leave Requests tab once in the employee’s profile, displays the Leave Request screen. Requests can be submitted for a past, current or future pay period.

Timekeepers and Admin Officers submitting a Leave Request for an employee on a Maxiflex Work Schedule must include Start Date, Start Time, End Time and/or hours for the selected leave type.

LEAVE REQUEST
1. If there are regular hours listed on the timecard, please remove them and then submit your leave request. **Note: This is only necessary if there are Start/Stop Times on the Timecard.**
2. Enter a Start Date and End Date.
3. Select the Start Time and Number of Hours or End Time.
4. Select the AM or PM radio button.
5. Enter the Hours next to the Leave Type.
6. Enter a comment if needed.
7. Click the OK button.

PARTIAL DAY REQUEST
1. Enter a Start Date and End Date.
2. Select the Start Time and Number of Hours or End Time.
3. Select the AM or PM radio button.
4. If there are no hours on the Timecard, request may be made for up to 13 hours. If the request is for less than 2 hours in the current pay period, please make sure that there are hours on the Timecard for the day of the request.
5. Enter a comment if needed.
6. Click the OK button

REQUESTS, COMBINED OR OTHER TYPES
1. Click the + button to show the Request Leave expanded view.
2. Enter the dates and/or times as explained previously.
3. Enter the actual number of hours next to each selected leave type.
4. Enter a comment if needed.
5. Click the OK button.

DELETE EXISTING REQUESTS
1. Scroll down to the Existing Leave Requests section.
2. Click the Delete check boxes for the request.
3. Click the OK button.

**NOTE: You cannot submit a leave request for less than two hours for a future pay period.**