**INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):**

**COP LEAVE REQUESTS FOR A MAXIFLEX EMPLOYEE**

*Role: Employee*

**LOGGING IN**

To log into the Integrated Time and Attendance system (ITAS) go to [https://itas.nih.gov](https://itas.nih.gov). Click the login button and 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 Employee role.

**REQUEST CONTINUATION OF PAY (COP) LEAVE**

Employees on a Maxiflex tour of duty will be able to request leave. Clicking the Request Leave link on the left navigation area displays the regular view of the Request Leave 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

**REQUEST COP LEAVE**

1. Click the Other Types link to display the Request Leave 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, as appropriate.
5. Enter the number of days next to the COP leave type, including non-tour days.
6. Enter a comment if needed.
7. Click the OK buttons.

**REMOVE AN EXISTING REQUEST**

1. Scroll down to the Existing Leave Requests section.
2. Check Cancel box next to a COP request.
3. Click OK button to cancel the request.