INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):
MAXIFLEX TOUR OF DUTY CHANGE REQUEST

Role: Employee

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.

MAXIFLEX TOUR OF DUTY
Request a Tour of Duty change to Maxiflex by performing the following steps:

1. Click the Tour of Duty menu item.
2. Select Maxiflex Work Schedule from the Tour Type list and click the Go button.
3. Select the Telework location if applicable. **NOTE: Only available if the employee is eligible for Regular Telework**
4. Enter Comments.
5. Click the OK button to submit the change request or click the Reset button to disregard the changes.

**Note:** If approved by the Employee’s LAO, the Maxiflex tour will be available at the beginning of the next pay period.