INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

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. 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 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.

FULL DAY REQUEST, ANNUAL LEAVE (AL), SICK LEAVE (SL), LEAVE WITHOUT PAY (LWOP)

1. If there are regular hours listed on the timecard for the day of the leave request, please remove them prior to submitting the request. **Note: This is only necessary if there are Start/Stop Times on the Timecard. If regular hours are not removed from the timecard you will receive an error message.**
2. Enter a Start Date and End Date.
3. Select the radio button for the type of leave you are requesting.
4. Select the Start Time and Number of Hours or End Time.
5. Select the AM or PM radio button.
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 Other Types link to show the Request Leave expanded view.
2. Enter the dates and 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.

CANCEL AN EXISTING REQUEST

1. Scroll down to the Existing Leave Requests section.
2. Check the Cancel box for the request.
3. Click OK button.

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