INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):
POSTING OVERTIME FOR MAXIFLEX EMPLOYEES

Role: Employee

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 Employee under Change Role if needed.

DEFINITION
Overtime on Maxiflex is defined as “all hours of work in excess of 8 hours in a day or 40 hours in a week which are officially ordered in advance.”

POSTING OVERTIME
An employee on Maxiflex is eligible for overtime if they are officially ordered in advance to work in excess of 8 hours in a day or 40 hours in a week. This time can only be entered in ITAS once one of those two requirements has been met. Thus, for employees on a Maxiflex work schedule, the requisite number of regular hours must be entered first.

Employees can post overtime onto their timecard by performing the following steps:
1. Click on Certify Timecard in the left navigation area.
2. Click the second + button to display additional pay types on the Certify Timecard screen.
3. Check to see if the timecard currently shows either:
   a. 8 or more hours on the day in question or
   b. 40 or more hours for the week in question
4. If no, then either the requisite number of regular hours must be entered first OR the employee is not eligible for overtime.
5. If yes, enter the number of hours of overtime in the appropriate category
   a. OT-Irregular Earned
   b. OT Earned-ARSOT (ARSOT stands for Authorized Regularly Scheduled Overtime)
6. Enter the Shift if needed.
7. Click the OK button.
8. Enter the applicable Start/Stop Times.
9. Click the OK buttons
10. Click the Timecard button.
11. Verify that the overtime hours are displayed on the Certify Timecard screen.

NOTE: Timekeepers and Admin Officers can perform this task on behalf of the employee.

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