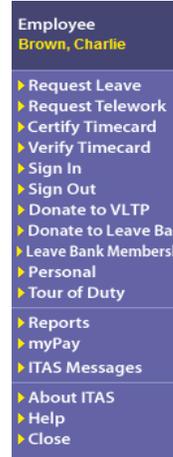




INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): POSTING OVERTIME FOR MAXIFLEX EMPLOYEES

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.”¹

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.

Type	Su 10/05	M 10/06	Tu 10/07	W 10/08	Th 10/09	F 10/10	Sa 10/11	Su 10/12	M 10/13
Change Indicators									
Tour Hours									
AM Core		10:00-10:30							
PM Core									
Shift Code									
<input type="checkbox"/> Regular									
<input type="checkbox"/> Annual Leave									
<input type="checkbox"/> Sick Leave									
+ Other									
Total Base	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
+ OT-Irregular Earned									
<input type="checkbox"/> Holiday Pay									
<input type="checkbox"/> Comp Time Earned									
<input type="checkbox"/> Other									

¹ <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/alternative-flexible-work-schedules/>