INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

HOW TO ASSIGN CORE HOURS TO START A MAXIFLEX SCHEDULE

Roles: Admin Officer

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 Admin Officer role.

MAXIFLEX WORK SCHEDULE

The Maxiflex Work Schedule is a type of flexible work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, however an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

SEQUENCE OF EVENTS

Organizations and employees that wish to utilize the Maxiflex Work Schedule must perform the following steps in order to utilize the Maxiflex Work Schedule:

1. Click the Organizations menu item.
2. Select an Organization from the list.
3. Click the Go button.
4. Populate the Distribution of Biweekly Core Hours with AM and/or PM Start/End Times for at least one day, but not more than 9 days.
5. Click the OK button.
6. Repeat for each Organization as needed.