INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):
START/STOP TIMES REQUIRED FOR MAXIFLEX EMPLOYEES

Roles: Admin Officer, Timekeeper

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 Admin Officer or Timekeeper under Change Role.

MAKE START/STOP TIMES REQUIRED

In order to make Start/Stop times required for an employee, the employee’s organization must have at least one day with Core Hours. In addition, the employee must be approved for a Maxiflex tour of duty or the AO/TK must change the employee’s tour of duty to Maxiflex. To make Start/Stop times required, perform the following steps:

1. Click on Dashboard in the navigation area.
2. Click on the employee’s name in the Personal column.
3. Click on the Tour of Duty tab.
4. If Tour Type is NOT set to Maxiflex Work Schedule, select Maxiflex Work Schedule.
5. Click the Go Button.
6. Click the check box next to Start/Stop Times Required.
7. Click the OK button.