**INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):**

**ESTABLISH MAXIFLEX WORK SCHEDULE**

*Roles: Admin Officer, Timekeeper*

**LOGGING IN**

**USE YOUR PIV CARD AND PIN**

To log into the Integrated Time and Attendance system (ITAS) go to [https://itas.nih.gov](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 login without PIV link.

**ESTABLISH MAXIFLEX WORK SCHEDULE**

Establish a Maxiflex Work Schedule by performing the following steps:

1. Click the appropriate role from the menu.
2. From the Dashboard, click the link in the Tour of Duty column for an employee.
3. Select Maxiflex Work Schedule from the Tour Type list and click the Go button.
4. Click the Earn Credit Hours checkbox if applicable.
5. Click the Start/Stop Times Required checkbox if applicable.
6. Select the Telework location if the employee is eligible for Regular Telework.
7. Ensure that the Distribution of Biweekly Basic Work Requirements is not populated.
8. Click the OK button.
9. Click the Timecard tab.
10. Remove all Regular hours from the Timecard for days **without** Telework hours.
11. Click the OK button.