INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

EMPLOYEE REQUESTS COP LEAVE

Role: Employee

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 Employee role.

REQUEST CONTINUATION OF PAY (COP) LEAVE
Clicking the Request Leave link on the left navigation area displays the regular view of the Request Leave screen. Requests can be submitted for a past, future and current pay period. Requests can be submitted for a full day or multiple days, including non-tour days.

The following rules apply:
- No other type of leave may be requested for the same day as COP
- Must populate Start Date
- Leave must be submitted by the day, not hour
- Leave cannot be submitted for a non-tour day alone

REQUEST COP LEAVE
1. Click the Other Types link to display the Request Leave expanded view.
2. Fill in the Start Date.
3. Fill in the End Date if requesting multiple days.
4. Enter the number of days next to the COP leave type, including non-tour days.
5. Enter a comment if needed.
6. Click the OK buttons.

REMOVE AN EXISTING REQUEST
1. Scroll down to the Existing Leave Requests section.
2. Check Cancel box next to a COP request.
3. Click OK button to cancel the request.