



INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): CERTIFY TIMECARD FOR MAXIFLEX EMPLOYEES

Role: Employee

- Employee
Brown, Charlie
- Request Leave
- Request Telework
- Certify Timecard
- Verify Timecard
- Sign In
- Sign Out
- Donate to VLTP
- Donate to Leave Bank
- Leave Bank Membership
- Personal
- Tour of Duty
- Reports
- myPay
- ITAS Messages
- About ITAS
- Help
- Close

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 Employee under Change Role if needed.

CERTIFY TIMECARD

In order for an Employee to have access to the Certify Timecard link in the left navigation area, the employee must be approved for the Maxiflex Tour of Duty work schedule in the current pay period. Employees can certify their Timecard by performing the following steps:

1. From the ITAS Welcome Screen, click on Certify Timecard in the left navigation area.
2. For each day of the week worked, enter regular work hours in the Regular row.
3. Click on gray details box next to Regular to insert Start and Stop times (if required).
4. Click the OK button to save changes or the Reset button to clear changes.
5. Click the Certify Hours button to certify the employee has inserted all tour hours into the Timecard and the tour hours have met the Organization's core hour requirements.

Note: Certifying a Timecard will automatically verify the Timecard as well. Once certified, the employee will no longer be able to edit the Timecard. However, the employee's Timekeeper or Admin Officer can edit the Timecard if needed.