

INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): AO/TK/EMP UPDATES THE TIMECARD FOR FMLA-PPL

Roles: Admin Officer and Timekeeper and Employee

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 the **Admin Officer** or **Timekeeper** role.

UPDATE/CHANGE TIMECARD FMLA-PPL HOURS TO REGULAR HOURS BY AO

NOTE: ASSUME THE FMLA-PPL LEAVE ALREADY REQUESTED AND APPROVED BY LAO

AO TIMECARD SCREEN

1. Click on employee timecard link via AO/TK dashboard who already have approved FMLA-PPL leave.
2. Verify FMLA-PPL leave displayed on timecard for one day, see “Figure 1”.
3. Change the FMLA-PPL hours; for example, if the FMLA-PPL hours are 5 change it to 4 and enter the other 1 hours into Regular (or other pertinent leave/pay type) field within same day.
4. Click on FMLA-PPL detail (zoom) button.

The screenshot shows the ITAS Timecard interface for an Admin Officer. The 'Timecard' tab is selected. The pay period is 08/13/23-08/26/23 2023/18. The employee is Employee, Testing A. The timecard table shows a 5.0 hour FMLA-PPL entry on 08/20/23. The 'FPL Used' field is highlighted with a green box, showing 5.0. The 'FMLA:PPL 07/10/2023 Birth' entry is also highlighted with a green box.

Type	Su 08/13	M 08/14	Tu 08/15	W 08/16	Th 08/17	F 08/18	Sa 08/19	Su 08/20	M 08/21	Tu 08/22	W 08/23	Th 08/24
Change Indicators									.			
Tour Hours		5.0	5.0	5.0	5.0	5.0			5.0	5.0	5.0	5.0
AM Core												
PM Core												
Regular		5.0	5.0	5.0	5.0	5.0				5.0	5.0	5.0
Annual Leave												
Sick Leave												
FMLA:PPL 07/10/2023 Birth								5.0				
Other												
Total Base	0.0	5.0	5.0	5.0	5.0	5.0	0.0	0.0	5.0	5.0	5.0	5.0

Figure 1: 5 Hours FMLA-PPL on Timecard

5. Change the end time to match the 4 hours.
6. Click on Timecard button.
7. Click on Regular detail (zoom) button.
8. Enter start time as FMLA-PPL end time.

9. Enter end time to match another 1 hours.
10. Click OK button.
11. Click OK button in confirmation screen.
12. Click on Timecard button.
13. Verify FMLA-PPL updated successfully in timecard, and the 4 hours of FMLA-PPL balance returned, see “Figure 2”.

Admin Officer
Trainer, Sally L.

NIH ITAS Integrated Time and Attendance System

Employee: Employee, Testing A.

Personal Payroll Tour of Duty Options Leave Balances **Timecard** Leave Requests Telework Requests LTP LB Relationships

Pay Period 08/13/23-08/26/23 2023/18 Select

SSN: 212-99-8888 SAC: HNA Abbr: OD

Approved by: Transmitted On: Tour Hours: 50.0 Annual Leave Category: 08 PP: 2023/18

Annual Leave 320.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 976.0 EEL Used 0.0 LB Donated YTD 0.0
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 YLTP Donated YTD 0.0 LB Leave 0.0
 Projected AL 55.0 Rel Comp Time 0.0 Rel Comp Time Charged 0.0 Use, or Lose 135.0 YLTP Leave 0.0 DV Leave 0.0
 NDAA:1111 0.0 Emov Restored AL 0.0 PPL Used 4.0

Type	Su 08/13	M 08/14	Tu 08/15	W 08/16	Th 08/17	F 08/18	Sa 08/19	Su 08/20	M 08/21	Tu 08/22	W 08/23	Th 08/24
Change Indicators												
Tour Hours		5.0	5.0	5.0	5.0	5.0			5.0	5.0	5.0	5.0
AM Core												
PM Core												
Regular		5.0	5.0	5.0	5.0	5.0			1.0	5.0	5.0	5.0
Annual Leave												
Sick Leave												
FMLA-PPL_07/10/2023_Birth									4.0			
Other												
Total Base	0.0	5.0	5.0	5.0	5.0	5.0	0.0	0.0	5.0	5.0	5.0	5.0

Figure 2: 4 Hours FMLA-PPL and 1 Hours Regular on Timecard

UPDATE/CHANGE TIMECARD FMLA-PPL HOURS TO REGULAR HOURS BY EMP

NOTE: ASSUME THE FMLA-PPL LEAVE ALREADY REQUESTED AND APPROVED BY LAO

EMP CERTIFY TIMECARD SCREEN

1. Click on Certify timecard link via logging in s employee who already have approved FMLA-PPL leave.
2. Verify FMLA-PPL leave displayed on timecard for 3 hours, see “Figure below”.
3. Change the FMLA-PPL hours; for example, if the FMLA-PPL hours are 3 change it to 2 and enter the other 1 hours into Regular (or other pertinent leave/pay type) field within same day.
4. Click on FMLA-PPL detail (zoom) button.

- Employee
- 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

NIH ITAS Integrated Time and Attendance System

Certify Timecard

Pay Period: 08/27/23-09/09/23 2023/19 Select

SAC: HN4B4 Abbr: ITB
Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 08 PP: 2023/19

Annual Leave 184.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 160.0 FFL Used 0.0 LB Donated YTD 8.0
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VLTP Donated YTD 0.0 LB Leave 0.0
 Projected AL 80.0 Rel Comp Time 0.0 Rel Comp Time Charged 0.0 Use or Lose 24.0 VLTP Leave 0.0 DV Leave 0.0
 NDAA:1111 0.0 Emg Restored AL 0.0 EPL Used 3.0

Type	Su 08/27	M 08/28	Tu 08/29	W 08/30	Th 08/31	F 09/01	Sa 09/02	Su 09/03	M 09/04	Tu 09/05	W 09/06	Th 09/07
Change Indicators												
Tour Hours												
AM Core			11:00-11:59	10:00-11:59						11:00-11:59	10:00-11:59	
PM Core				1:00-3:00							1:00-3:00	
Regular												
Annual Leave												
Sick Leave												
FMLA-PPL 07/10/2023 Birth		3.0										
Other												
Total Base	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

1. Change the end time to match the 2 hours.
2. Click on Timecard button.
3. Click on Regular detail (zoom) button.
4. Enter start time as FMLA-PPL end time.

- Employee
- 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

NIH ITAS Integrated Time and Attendance System

Certify Timecard

Pay Period: 08/27/23-09/09/23 2023/19 Select

SAC: HN4B4 Abbr: ITB
Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 08 PP: 2023/19

Annual Leave 184.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 160.0 FFL Used 0.0 LB Donated YTD 8.0
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VLTP Donated YTD 0.0 LB Leave 0.0
 Projected AL 80.0 Rel Comp Time 0.0 Rel Comp Time Charged 0.0 Use or Lose 24.0 VLTP Leave 0.0 DV Leave 0.0
 NDAA:1111 0.0 Emg Restored AL 0.0 EPL Used 2.0

Type	Su 08/27	M 08/28	Tu 08/29	W 08/30	Th 08/31	F 09/01	Sa 09/02	Su 09/03	M 09/04	Tu 09/05	W 09/06	Th 09/07
Change Indicators		I										
Tour Hours												
AM Core			11:00-11:59	10:00-11:59						11:00-11:59	10:00-11:59	
PM Core				1:00-3:00							1:00-3:00	
Regular		1.0										
Annual Leave												
Sick Leave												
FMLA-PPL 07/10/2023 Birth		2.0										
Other												
Total Base	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0