Integrated Time and Attendance System (ITAS):

AO/TK/Emp Requests FMLA-PPL Leave

Role: 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.

Ordering/Rule for FMLA-PPL Leave Requests

If an employee is requesting leave against the PPL account, they must request the leave within the event date and expiration of the PPL account.

FMLA-PPL AO/TK/EMP Leave Requests

Clicking the link in the Leave Requests column in the Dashboard or clicking the Leave Requests tab in the employee's profile displays the Leave Request screen. Requests can be submitted for a past, future, and/or current pay periods. Requests can be submitted for a full day or multiple days.

Leave Request

1. Click the **+** button to show the Leave Request expanded view.
2. Fill in the Start Date.
3. Fill in the End Date.
4. Click the Calculate Hours link.
5. Enter the hours in the **FMLA-PPL** field, see "*Figure 1*".
6. Enter a comment if needed.
7. Click OK button.
8. Click OK on confirmation page.

Cancel existing requests

1. Scroll down to the Existing Requests section.
2. Check the Delete box(es) next to the requests, see "*Figure 2*".
3. Click OK button.
4. Click OK on confirmation page

Figure 1: FMLA-PPL Leave Request

FMLA-PPL EMPLOYEE Leave Requests

Login as Employee and click on Request Leave. In the Leave Request screen, click on other types. Requests can be submitted for a past, future, and/or current pay periods. Requests can be submitted for a full day or multiple days.

LEAVE REQUEST

1. Click the **+** button to show the Leave Request expanded view.
2. Fill in the Start Date.
3. Fill in the End Date.
4. Click the Calculate Hours link.
5. Enter the hours in the **FMLA-PPL** field, see figure below.
6. Enter a comment if needed.
7. Click OK button.
8. Click OK on confirmation page.

FMLA-PPL 07/10/2023		5	Birth	
Expanded FMLA (LWOP)	24.0	0.0	Elder Care	⌄
Family Friendly Leave	104.0	0.0	Care of family member - child birth	⌄
Military Funeral Leave		0.0		
Excused Absence		0.0	Attend Admin Hearing	⌄
Court Leave		0.0	Juror	⌄
Voting Leave		0.0		
Bone Marrow Donor	56.0	0.0		
Organ Donor	240.0	0.0		
Preventive Health	4.0	0.0		

Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
☑	FMLA-PPL 07/10/2023	5.0	08/21/2023	7:00AM	12:00PM	Pending	Test

OK   Reset

Figure 2: Cancelling Existing FMLA-PPL Leave Request