

INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

AO/LAO VIEWS REMOTE REPORTS

Role: Admin Officer, Leave Approving Official

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 **Approving Official** role.

VIEWING REPORTS RELATED TO REMOTE FOR A USER

As an AO/LAO, a user's 'Remote' information may be viewed via the 'Reports' module.

REPORTS

1. Login as an 'Admin Officer' or 'Leave Approving Official', ensure that the pertinent 'Admin Officer' or 'Approving Official' role is active.
2. Click 'Reports'.
3. Select 'Report' dropdown to be '**Telework Eligibility by Expiration Date Report**'.
4. Change other parameters as appropriate.
5. Click OK.
6. View Report, see "Figure 1".
7. Select 'Report' dropdown to be '**Telework Eligibility by Status Report**'.
8. Change other parameters as appropriate.
9. Click OK.
10. View Report, see "Figure 2".
11. Select 'Report' dropdown to be '**Telework Activity by Type Report**'.
12. Change other parameters as appropriate.
13. Click OK.
14. View Report, see "Figure 3".

Integrated Time and Attendance System						
Telework Eligibility by Expiration Date Report						
From: 12/01/2024 To: 12/15/2024						
Current Date: Feb 01 2024 11:59:18 EST						
Generated for Leave Approving Official: Hopper, Grace M.						
Employee Name	Employee SAC Code	Eligibility Status	Start Date	Expiration Date	Termination Date	
Alvarez, Justina	HNA	Eligible for Ad hoc and Regular Telework	01/05/2024	12/01/2024	N/A	
Bedford, Debra	HNA	Eligible for Ad hoc Telework	01/25/2024	12/01/2024	N/A	
Bolles, Richard	HNA	Eligible for Ad hoc Telework	01/27/2024	12/01/2024	N/A	
Chen, Joyce	HNA	Eligible for Ad hoc Telework	01/23/2024	12/01/2024	N/A	
Kelly, Gene	HNA	Eligible for Ad hoc Telework	01/27/2024	12/01/2024	N/A	
Murphy, Eddie R	HNA	Eligible for Ad hoc and Regular Telework	01/11/2024	12/01/2024	N/A	
Nixon, Richard R	HNA	Eligible for Ad hoc and Regular Telework	01/03/2024	12/01/2024	N/A	
Aiken, Howard H	HNA	Eligible for Remote Telework	01/16/2024	12/02/2024	N/A	
Gaines, Steven R	HNA	Eligible for Ad hoc and Regular Telework	01/30/2024	12/02/2024	N/A	
Hardin, Kathy	HNA	Eligible for Ad hoc Telework	01/01/2024	12/02/2024	N/A	
Hope, Robert	HNA	Eligible for Ad hoc Telework	01/01/2024	12/02/2024	N/A	
Howard, Leslie	HNA	Eligible for Ad hoc and Regular Telework	01/11/2024	12/02/2024	N/A	
Tucker, Sophie	HNA	Eligible for Ad hoc Telework	01/09/2024	12/02/2024	N/A	
Aram, Adil	HNA	Eligible for Regular Telework	01/07/2024	12/03/2024	N/A	
Bane, Joseph	HNA	Eligible for Ad hoc Telework	01/08/2024	12/03/2024	N/A	
Bratton, Monique R	HNA	Eligible for Ad hoc Telework	01/17/2024	12/03/2024	N/A	
Childs, Julia	HNA	Eligible for Regular Telework	01/30/2024	12/03/2024	N/A	
Lincoln, Abraham	HNA	Eligible for Ad hoc and Regular Telework	01/04/2024	12/03/2024	N/A	

Figure 1: Telework Eligibility by Expiration Date Report screen

Dole, Elizabeth	HNA	Eligible for Regular Telework	01/30/2024	N/A	N/A
Ferrarelli, Marie	HNA	Eligible for Regular Telework	01/16/2024	N/A	N/A
Fitzgerald, Ella	HNA	Eligible for Regular Telework	01/21/2024	N/A	N/A
Foster, Jodie	HNA	Eligible for Regular Telework	01/01/2024	N/A	N/A
Franklin, Benjamin	HNA	Eligible for Regular Telework	01/06/2024	N/A	N/A
Hanks, Thomas	HNA	Eligible for Regular Telework	01/03/2024	N/A	N/A
Hawn, Goldie	HNA	Eligible for Regular Telework	01/31/2024	N/A	N/A
Hegi, Ursula r	HNA	Eligible for Regular Telework	01/10/2024	N/A	N/A
Holmes, Sherlock	HNA	Eligible for Regular Telework	01/05/2024	N/A	N/A
Jackson, Jesse	HNA	Eligible for Regular Telework	01/04/2024	N/A	N/A
Jetson, George	HNA	Eligible for Regular Telework	01/15/2024	N/A	N/A
Jordan, Michael	HNA	Eligible for Regular Telework	01/20/2024	N/A	N/A
Keaton, Buster	HNA	Eligible for Regular Telework	01/30/2024	N/A	N/A
Kudrow, Lisa	HNA	Eligible for Regular Telework	01/04/2024	N/A	N/A
Lawrence, Amy L	HNA	Eligible for Regular Telework	01/02/2024	N/A	N/A
Lobo, Rebecca	HNA	Eligible for Regular Telework	01/13/2024	N/A	N/A
Lopez, Jennifer	HNA	Eligible for Regular Telework	01/18/2024	N/A	N/A
Lopilato, Joseph	HNA	Eligible for Regular Telework	01/14/2024	N/A	N/A
Malade, Mary	HNA	Eligible for Regular Telework	01/10/2024	N/A	N/A
McDaniel, Hattie	HNA	Eligible for Regular Telework	01/05/2024	N/A	N/A
McKenna, Melissa R	HNA	Eligible for Regular Telework	01/06/2024	N/A	N/A
Neeson, Liam	HNA	Eligible for Regular Telework	01/07/2024	N/A	N/A
O'Donnell, Rosie	HNA	Eligible for Regular Telework	01/03/2024	N/A	N/A
Olivas, John	HNA	Eligible for Regular Telework	01/10/2024	N/A	N/A
Pavarotti, Luciano	HNA	Eligible for Regular Telework	01/14/2024	N/A	N/A
Ricardo, Ricky	HNA	Eligible for Regular Telework	01/11/2024	N/A	N/A
Ripken, Calvin	HNA	Eligible for Regular Telework	01/04/2024	N/A	N/A
Sallinger, James	HNA	Eligible for Regular Telework	01/01/2024	N/A	N/A
Sarandon, Susan	HNA	Eligible for Regular Telework	01/07/2024	N/A	N/A
Shirley, Ann	HNA	Eligible for Regular Telework	01/02/2024	N/A	N/A
Sloane, Allan	HNA	Eligible for Regular Telework	01/01/2024	N/A	N/A
Smith, Angela R	HNA	Eligible for Regular Telework	01/10/2024	N/A	N/A
Smith, Jada	HNA	Eligible for Regular Telework	01/16/2024	N/A	N/A
Thompson, Lea	HNA	Eligible for Regular Telework	01/03/2024	N/A	N/A
Vance, James	HNA	Eligible for Regular Telework	01/14/2024	N/A	N/A
Washington, George	HNA	Eligible for Regular Telework	01/29/2024	N/A	N/A
Wilde, Oscar	HNA	Eligible for Regular Telework	01/24/2024	N/A	N/A
Wu, Stephanie	HNA	Eligible for Regular Telework	01/05/2024	N/A	N/A
TOTAL					57.0 26.15%
Aiken, Howard H	HNA	Eligible for Remote Telework	01/16/2024	N/A	N/A
TOTAL					1.0 0.46%

Figure 2: Telework Eligibility by Status Report

Integrated Time and Attendance System							
Telework Activity by Type Report							
From: 01/01/2024 To: 02/10/2024							
Current Date: Feb 01 2024 12:12:43 EST							
Generated for Leave Approving Official: Hopper, Grace M.							
Employee Name	Employee SAC Code	Telework Type	Term Type	Frequency	Full/Partial Day	Total	
Anas, Milla	HNA	Ad hoc	Full-Time	3 or 4 Days Per Period	Full		
Arroyo, Celia	HNA	Ad hoc	Full-Time	1 or 2 Days Per Period	Full		
Total							2.0
Aquilar, Melissa	HNA	Ad hoc and Regular	Full-Time	2 or 3 Days Per Period	Full		
Total							1.0
Ali, Sheila	HNA	Regular	Full-Time	3 or 4 Days Per Period	Full		
Apple, Finn	HNA	Regular	Full-Time	2 or 3 Days Per Period	Full		
Aram, Adil	HNA	Regular	Full-Time	3 or 4 Days Per Period	Full		
Total							3.0
Aiken, Howard H	HNA	Remote	Full-Time	3 or 4 Days Per Period	Partial		
Total							1.0

Figure 3: Telework Activity by Type Report, showing remote status