INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

LAO SETS REMOTE ELIGIBILITY FOR A USER

Role: 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 **Approving Official** role.

SETTING REMOTE FOR A USER

As an LAO, a user can be designated as a 'Remote' employee via the 'Manage Telework' module.

MANAGE TELEWORK

1. Ensure 'Approving Official' role is active.
2. Click 'Manage Telework'.
3. For an employee, click 'Telework Details' button.
4. Enter 'Start Date' and 'Expiration Date'.
5. From 'Status' dropdown, select 'Eligible for Remote', see "*Figure 1*".
6. Click OK button.
7. Click OK on confirmation page.
8. In 'Manage Telework' screen, visually verify that the user is now showing a status of 'Eligible for Remote', the type will also show 'Remote', see "*Figure 2*".

Figure 1: Manage Telework/Remote Details screen shows Dropdown for 'Eligible for Remote'

Approving Official
Hopper, Grace M.

NIH ITAS Integrated Time and Attendance System

▶ Approve Leave
▶ Approve Timecards
▶ Approve for...
▶ Approve Tours
▶ Designate Alternates

▶ Manage Telework
▶ Approve Telework
▶ Approve Telework Tour

▶ Reports
▶ ITAS Messages

Change Role:
▶ Employee
▶ Timekeeper
▶ Admin Officer
▶ ITAS Administration

▶ About ITAS
▶ Help
▶ Close

Manage Telework/Remote

Employee	Telework Details	Status	Type	Start Date	Expiration Date	Termination Date
Aaberg, Amanda A	Telework Details	Eligible for Regular Telework	Regular	01/18/2024	12/14/2024	N/A
Abassi, Andrea	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/02/2024	12/14/2024	N/A
Abington, Tiffany	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/31/2024	12/24/2024	N/A
Abrishami, Claire	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/08/2024	12/29/2024	N/A
Acosta, Tonya	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/29/2024	12/12/2024	N/A
Ahmad, Efi	Telework Details	Undetermined	N/A	N/A	N/A	N/A
Ahn, Lynn	Telework Details	Eligible for Regular Telework	Regular	01/21/2024	12/10/2024	N/A
Aiken, Howard H	Telework Details	Eligible for Remote	Remote	01/07/2024	12/14/2024	N/A
Akespeare, William	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/11/2024	12/02/2024	N/A
Akiyama, Ann	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/27/2024	12/28/2024	N/A
Ali, Sheila	Telework Details	Undetermined	N/A	N/A	N/A	N/A
Allen, Kristina	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/16/2024	12/31/2024	N/A
Allume, Andrew	Telework Details	Eligible for Regular Telework	Regular	01/04/2024	12/20/2024	N/A
Alvarez, Justina	Telework Details	Eligible for Regular Telework	Regular	01/09/2024	12/12/2024	N/A
Amaya, Dolores	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/15/2024	12/09/2024	N/A
Amos, Janet	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/01/2024	12/06/2024	N/A
Anders, Tanisha	Telework Details	Eligible for Regular Telework	Regular	01/14/2024	12/11/2024	N/A
Anderson, Kathryn L	Telework Details	Eligible for Regular Telework	Regular	01/20/2024	12/28/2024	N/A
Anu, Lian	Telework Details	Eligible for Regular Telework	Regular	01/20/2024	12/12/2024	N/A
Any, Anne	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/14/2024	12/23/2024	N/A
Apple, Finn	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/06/2024	12/12/2024	N/A
Aquilar, Melissa	Telework Details	Eligible for Regular Telework	Regular	01/29/2024	12/10/2024	N/A
Aram, Adil	Telework Details	Eligible for Regular Telework	Regular	01/23/2024	12/13/2024	N/A
Arber, Lisa G	Telework Details	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/27/2024	12/09/2024	N/A
Arias, Mila	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/21/2024	12/10/2024	N/A
Armstrong, Jack	Telework Details	Eligible for Ad hoc Telework	Ad hoc	01/02/2024	12/17/2024	N/A
Armstrong, Louis	Telework Details	Eligible for Regular Telework	Regular	01/26/2024	12/26/2024	N/A

Figure 2: Manage Telework screen, shows status of 'Eligible for Remote' and type of 'Remote'