INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

MAXIFLEX EMPLOYEE SETS REMOTE FLAG IN THEIR TIMECARD

Role: Employee (with Maxiflex Tour of Duty)

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, ensure the **Employee** role is selected.

SETTING REMOTE FLAG FOR A MAXIFLEX USER'S TIMECARD

As an Employee, a user can set their Maxiflex hours to be 'Remote' via the 'Certify Timecard' module.

NOTES:

1. Leave Approving Official (LAO) or Alternate LAO must add remote eligibility before EMP can make update to the timecard to reflect remote hours.
2. The Employee must be in a Maxiflex tour of duty, or they will be unable to set their own hours as 'Remote'.

CERTIFY TIMECARD

3. Login as an 'Employee', ensure that role is active and the user has Maxiflex tour of duty.
4. Click 'Certify Timecard'.
5. Ensure Regular hours exist and are populated, enter as appropriate if needed.
6. Click the square button next to 'Regular', see "*Figure 1*".
7. For a remote day, select 'Telework' dropdown to be 'Remote' but do not enter Start/Stop times. see "*Figure 2*".
8. Click OK button.
   a. Expected: Drop down for that day now reflects "Remote".
   b. Actual: Dropdown set to "None" though change indicator shows "Remote"; should show remote. (This has reported as software bug and will be fixed in upcoming release package).
   c. If start/stop times are entered after clicking OK/Confirm, the "Remote" dropdown does show as expected.
9. Click OK on confirmation page.

10. Visually verify that 'Remote' is now showing for pertinent days. The telework type will also show as 'Remote'.
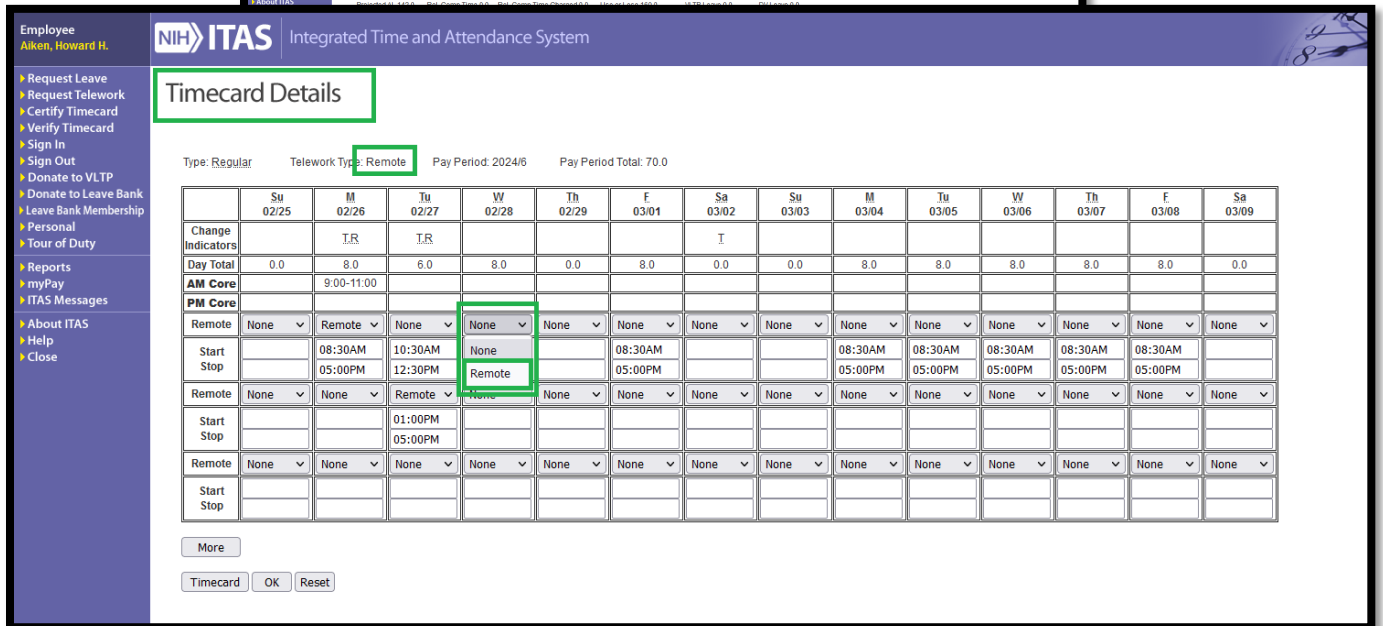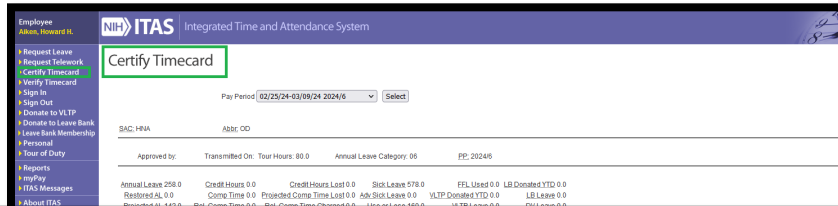

Figure 2: Timecard Details screen, select 'Remote' for pertinent days and verify Telework Type shows as 'Remote'