# INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

# MULTIPLE ROLES SET REMOTE ELIGIBILITY FOR A USER

*Role: Leave Approving Official, Admin Officer, Timekeeper*

## 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.

## SETTING REMOTE FOR A NEW USER

Multiple roles are included in the full flow regarding setting up a new user for Remote. As a pre-requisite, an AO must have created the new employee, populated necessary information (e.g. Payroll, Tour of Duty), and created Leave Balances and a Timecard for the current pay period. Once completed, the LAO can set Remote eligibility (steps below), and then an AO/TK can set Remote hours on the Timecard (steps further below).

## SETTING REMOTE ELIGIBILITY FOR A NEW 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*".

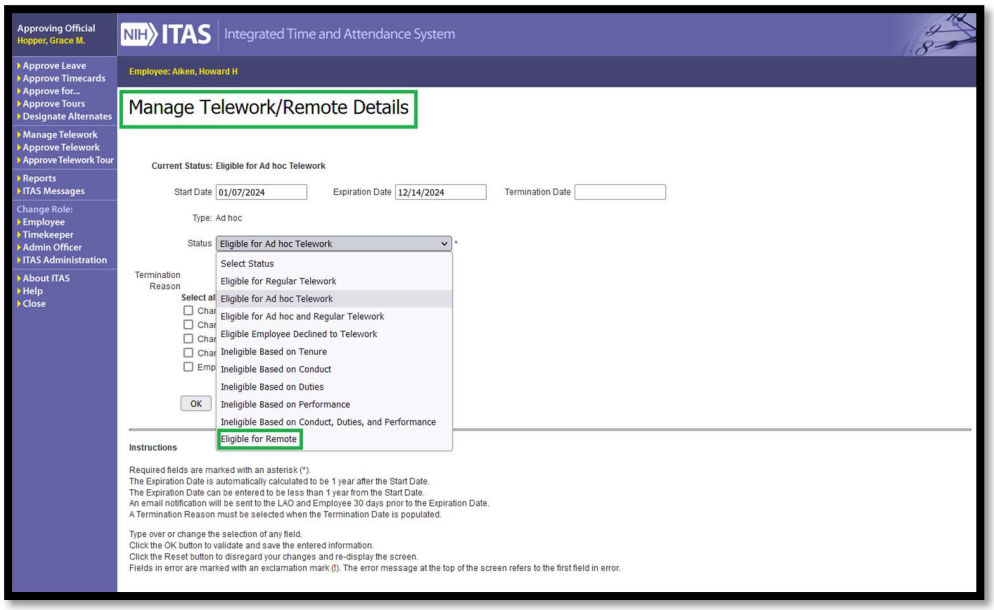
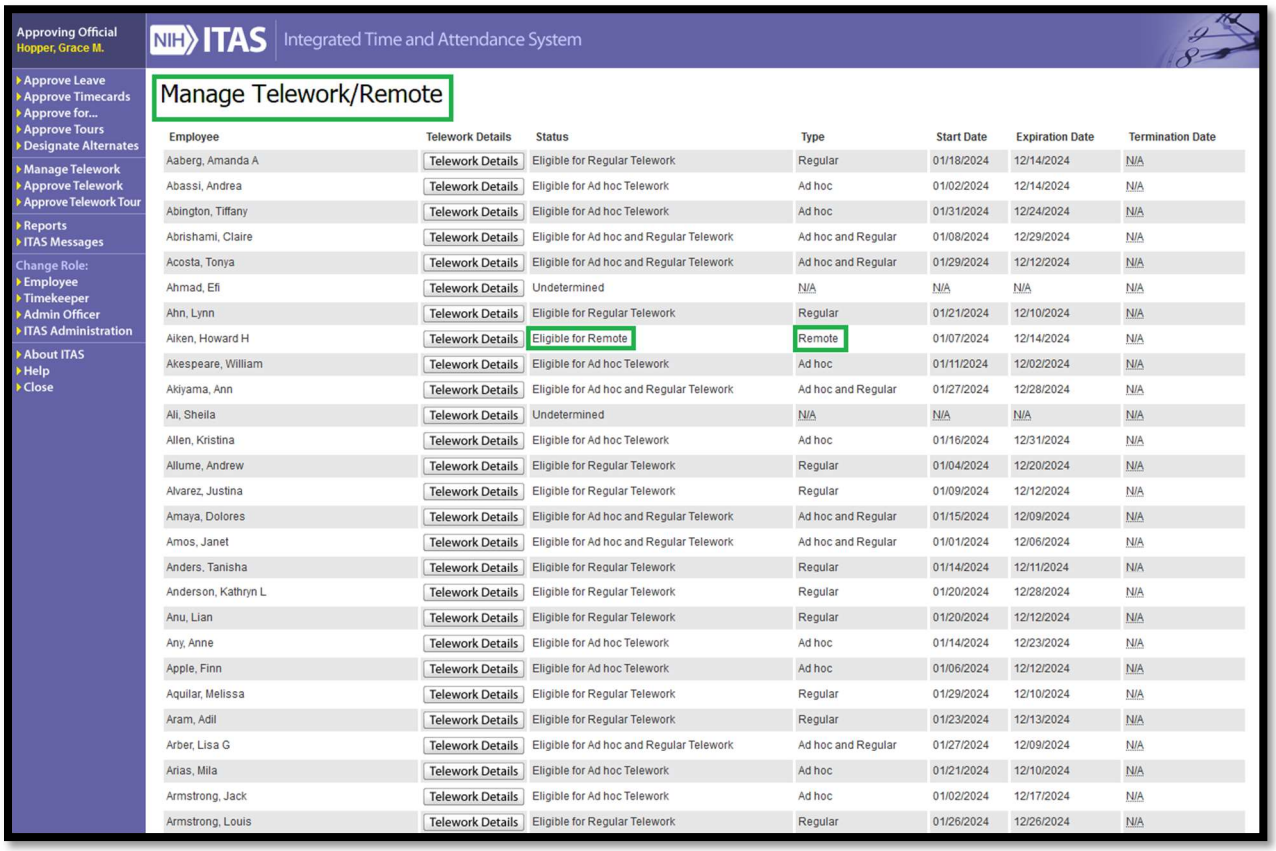



***Figure 1: Manage Telework/Remote Details screen shows Dropdown for 'Eligible for Remote'***




| 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'*

## Setting Remote Flag for a New User's Timecard

As an AO/TK, a user's regular hours can be designated as 'Remote' via the 'Timecard' module.

### Notes:

1. Leave Approving Official (LAO) or Alternate LAO must add remote eligibility before AO/TK can make update to the timecard to reflect remote hours.
2. If an 'Admin Officer' or 'Timekeeper' is updating a user's Timecard such that there will be None (in-office), Remote, and a leave (e.g. Sick Leave) on one day, it is critical that the partial day of leave is requested/approved first. Afterwards, the remaining block can be manually updated/split to 2x portions, 1 of None and 1 of Remote.

### Timecard

3. Login as an 'Admin Officer' or 'Timekeeper', ensure either AO or TK role is active.
4. Click 'Dashboard'.
5. For an 'Eligible for Remote Telework' employee, click on their 'Timecard' tab.
6. Ensure Regular hours exist and are populated for the employee.
7. Click the square button next to 'Regular'.
8. For pertinent days, select 'Telework' dropdown to be 'Remote', see "*Figure 3*".
9. Click OK button.
10. Click OK on confirmation page.

11. Visually verify that the user is now showing 'Remote' for pertinent days, see "*Figure 4*". The telework type will also show as 'Remote'.

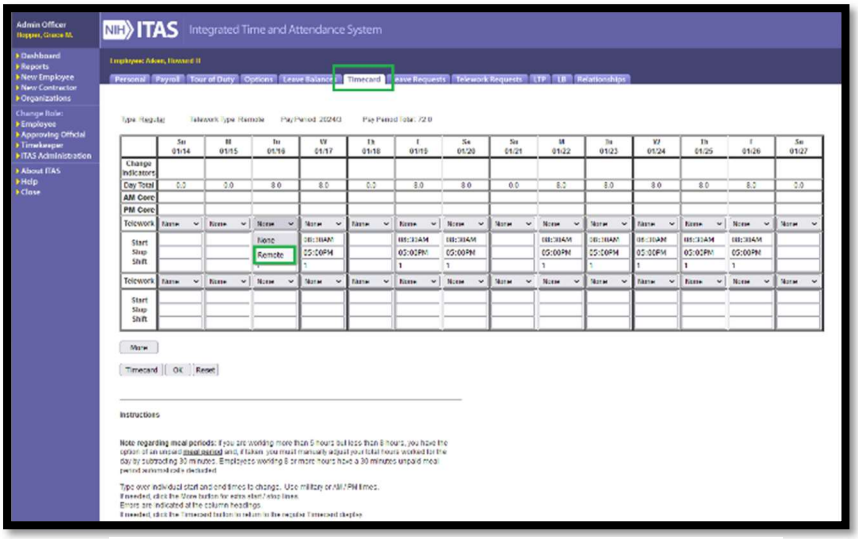



*Figure 3: Timecard screen, Change Regular hours flag to 'Remote'*

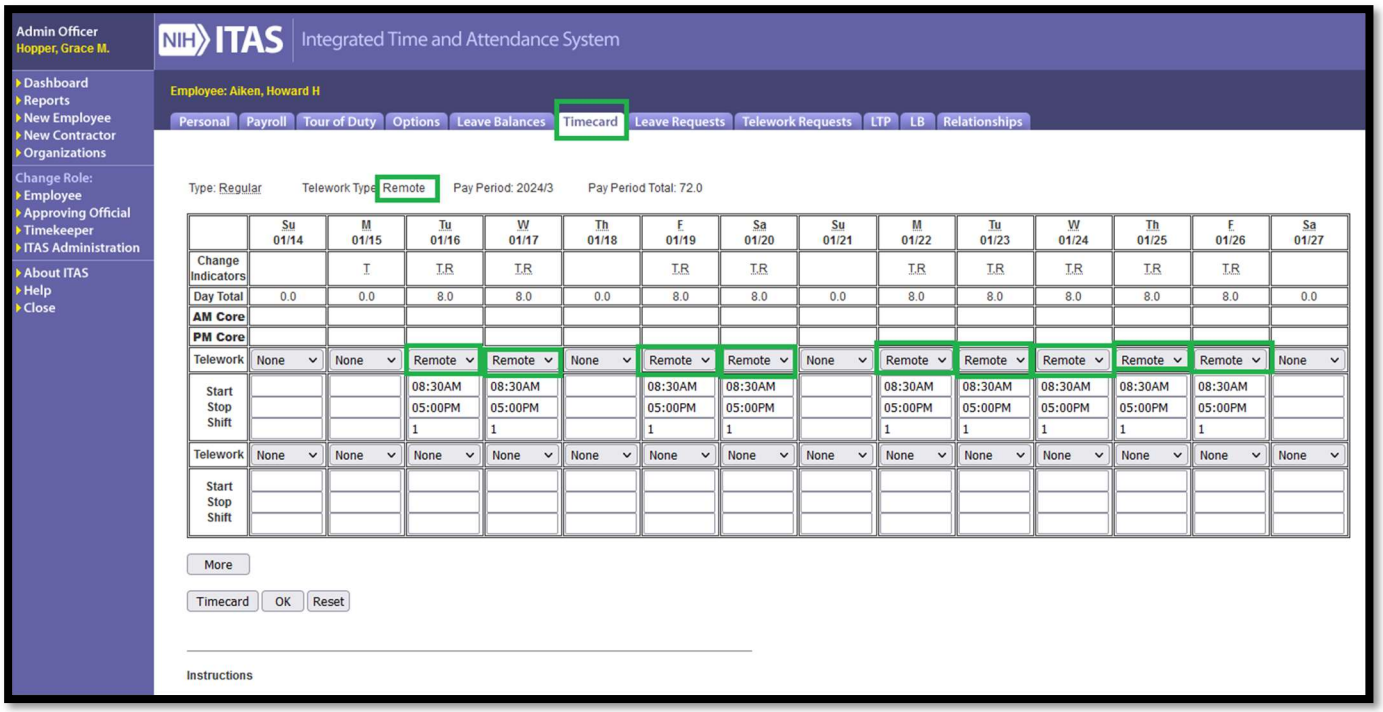



*Figure 4: Timecard screen, Confirm 'Remote' is showing for pertinent days and for Telework Type*