

# ITAS

*REFERENCE*

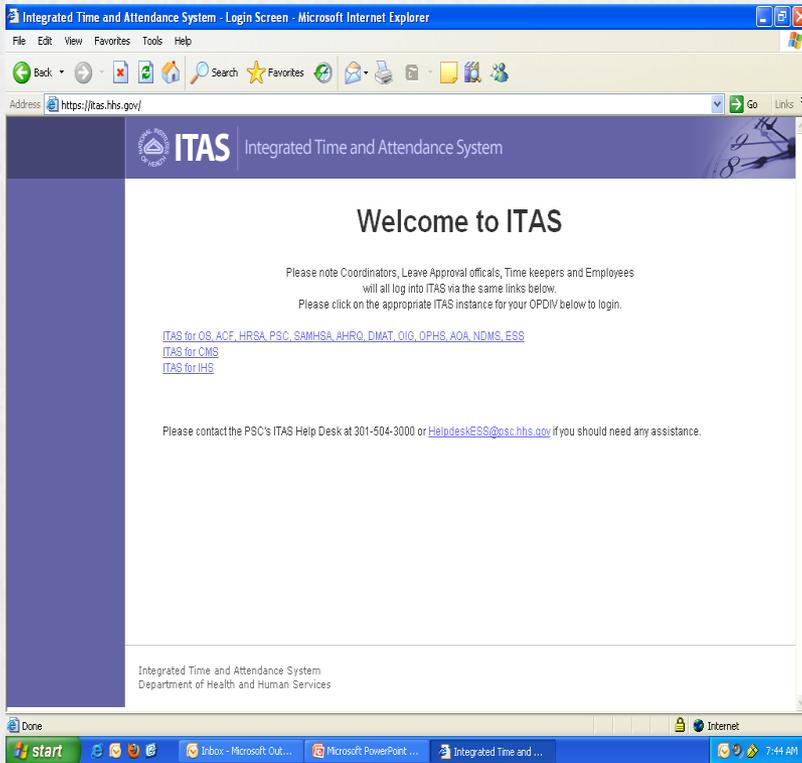
*GUIDE*

*Approving Officials*



June 2011

## Log on to Time and Attendance



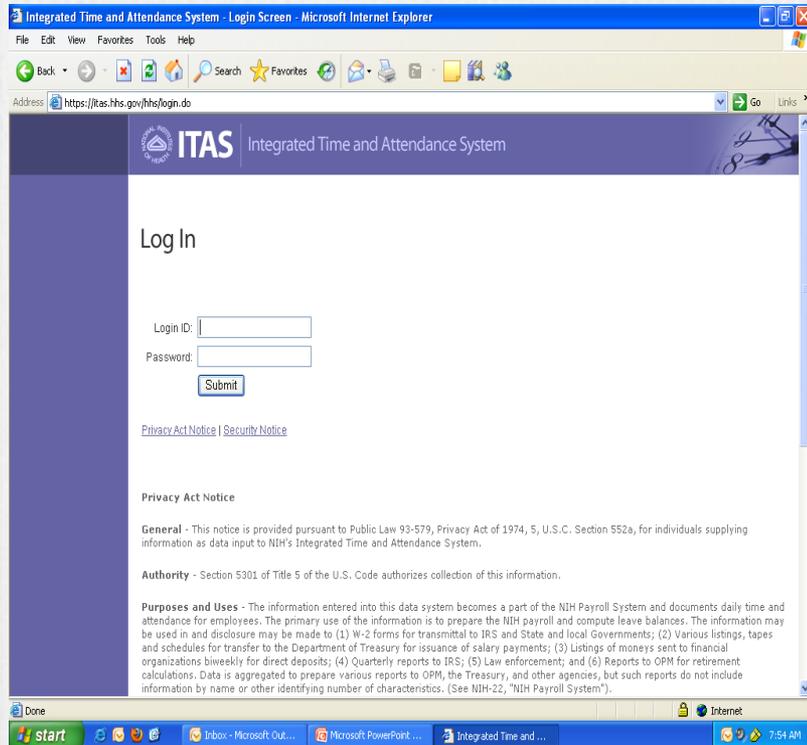
Using Internet Explorer browser type in URL: <https://itas.hhs.gov/>

Click on the appropriate ITAS instance for your OPDIV to login.

**NOTE:** Only use the navigation buttons in ITAS. Do not use the *browser* buttons (such as back arrow button) to navigate in ITAS. The only browser button compliant with ITAS is the “Printer” button.



# Log In ID and Password



Logon using your ITAS LOGIN ID and generic password as set by you ITAS Coordinator.

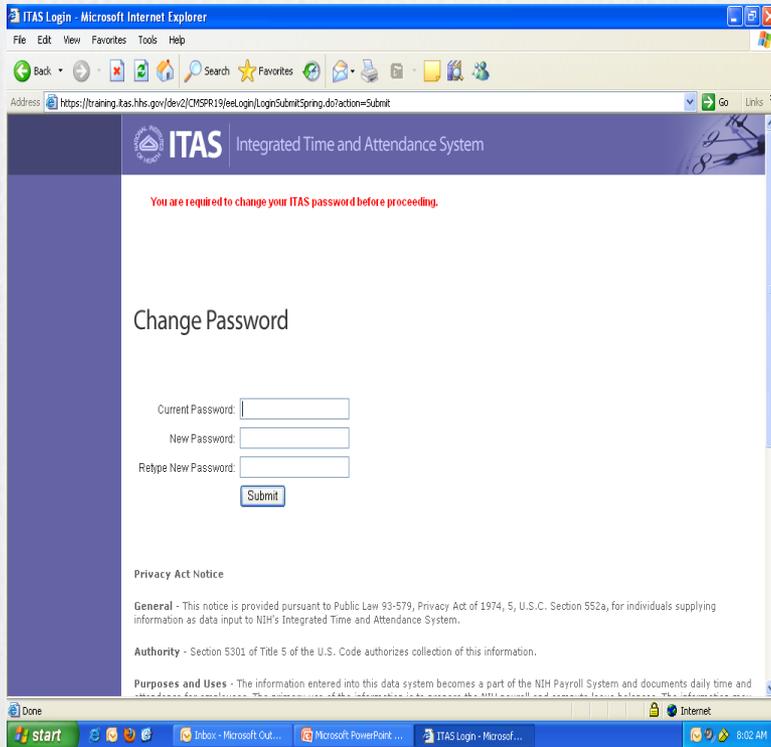
Your ITAS LOGIN ID is the first letter of your first name, the first and second letter of your last name and the last five (5) digits of your social security number. i.e. John Doe, SSN:000-07-8999 = jdo78999.

Once you are logon the system will prompt you to enter a new password (six to ten characters in length).

Current users Logon with you ITAS LOGIN ID and password



# Change Password



The system will automatically prompt you to enter a new password (six to ten characters in length).

## Password Rules:

Password must be at least eight characters, but no more than 10 in length and **MUST** contain all four of the following required elements:

- a capital letter
- a lower case letter
- a number **and**
- at least one Special character.

Use this option to change your password. Simply follow the prompts.



## ITAS Main Menu

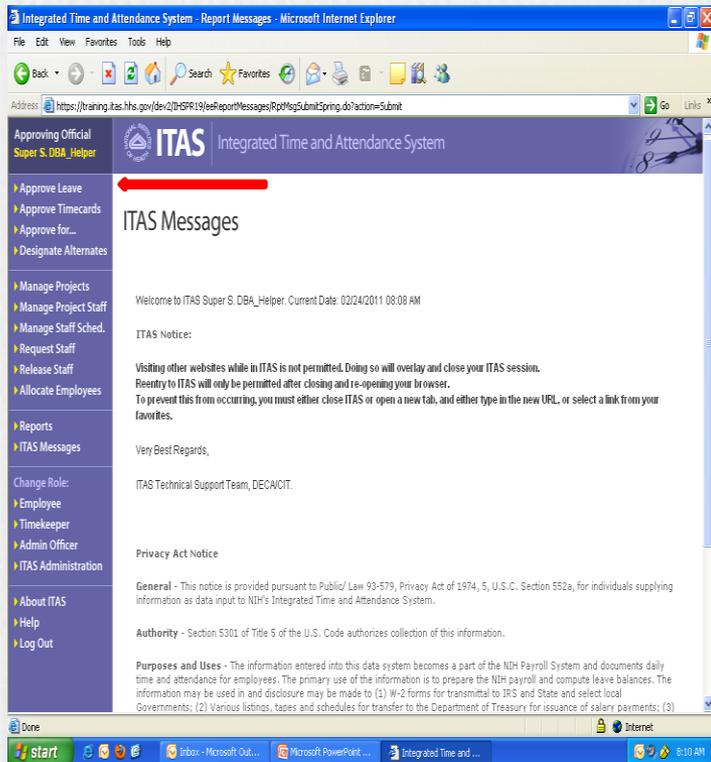


After you have successfully logged into the system, you will reach the Main Menu.

Note the options available for the approving official on left side of the screen.



## Approving Official Main Menu



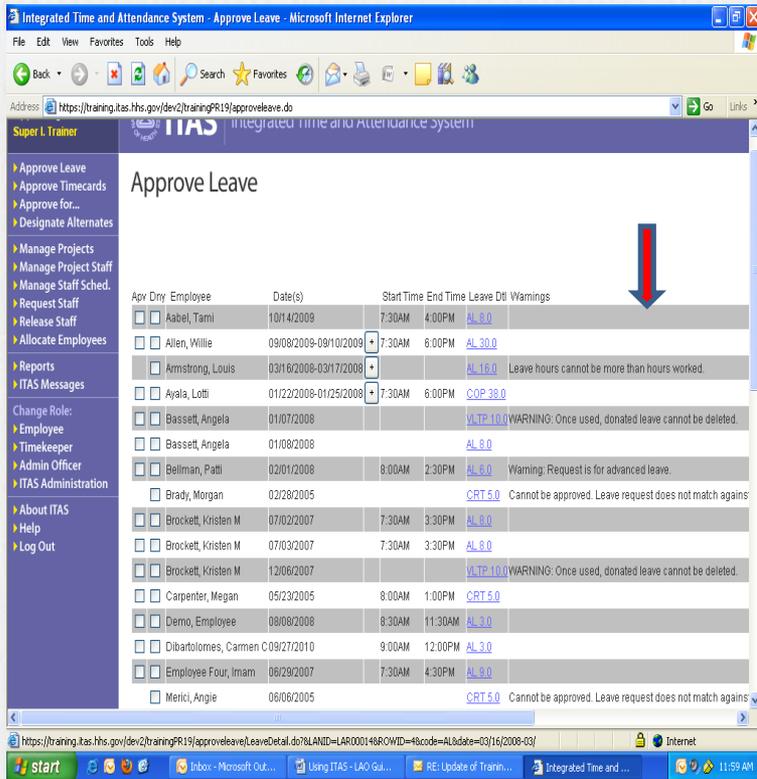
Current ITAS Messages will appear on the screen.

**“Visiting other websites while in ITAS is not permitted. Doing so will overlay and close your ITAS session.**

**Reentry to ITAS will only be permitted after closing and re-opening your browser.”**



# Approve Leave



Apv Dry	Employee	Date(s)	Start Time	End Time	Leave Dtl	Warnings
<input type="checkbox"/>	Aabel, Tami	10/14/2009	7:30AM	4:00PM	AL 8.0	
<input type="checkbox"/>	Allen, Willie	09/08/2009-09/10/2009	7:30AM	6:00PM	AL 30.0	
<input type="checkbox"/>	Armstrong, Louis	03/16/2008-03/17/2008	7:30AM	6:00PM	AL 16.0	Leave hours cannot be more than hours worked.
<input type="checkbox"/>	Ayala, Lotti	01/22/2008-01/25/2008	7:30AM	6:00PM	COP 38.0	
<input type="checkbox"/>	Bassett, Angela	01/07/2008			VLP 10.0	WARNING: Once used, donated leave cannot be deleted.
<input type="checkbox"/>	Bassett, Angela	01/08/2008			AL 8.0	
<input type="checkbox"/>	Bellman, Patti	02/01/2008	8:00AM	2:30PM	AL 6.0	Warning: Request is for advanced leave.
<input type="checkbox"/>	Brady, Morgan	02/28/2005			CRT 5.0	Cannot be approved. Leave request does not match agains
<input type="checkbox"/>	Brockett, Kristen M	07/02/2007	7:30AM	3:30PM	AL 8.0	
<input type="checkbox"/>	Brockett, Kristen M	07/03/2007	7:30AM	3:30PM	AL 8.0	
<input type="checkbox"/>	Brockett, Kristen M	12/06/2007			VLP 10.0	WARNING: Once used, donated leave cannot be deleted.
<input type="checkbox"/>	Carpenter, Megan	05/23/2005	8:00AM	1:00PM	CRT 5.0	
<input type="checkbox"/>	Demo, Employee	08/08/2008	8:30AM	11:30AM	AL 3.0	
<input type="checkbox"/>	Dibartolomeo, Carmen C	09/27/2010	9:00AM	12:00PM	AL 3.0	
<input type="checkbox"/>	Employee Four, Imarn	08/29/2007	7:30AM	4:30PM	AL 9.0	
<input type="checkbox"/>	Merici, Angie	06/06/2005			CRT 5.0	Cannot be approved. Leave request does not match agains

Select this option to review any/all pending leave requests waiting for your approval.

You can approve individually or click “Set All Approve” button to approve all pending leave request.

Leave request with **WARNING** messages cannot be approved until error is resolve.

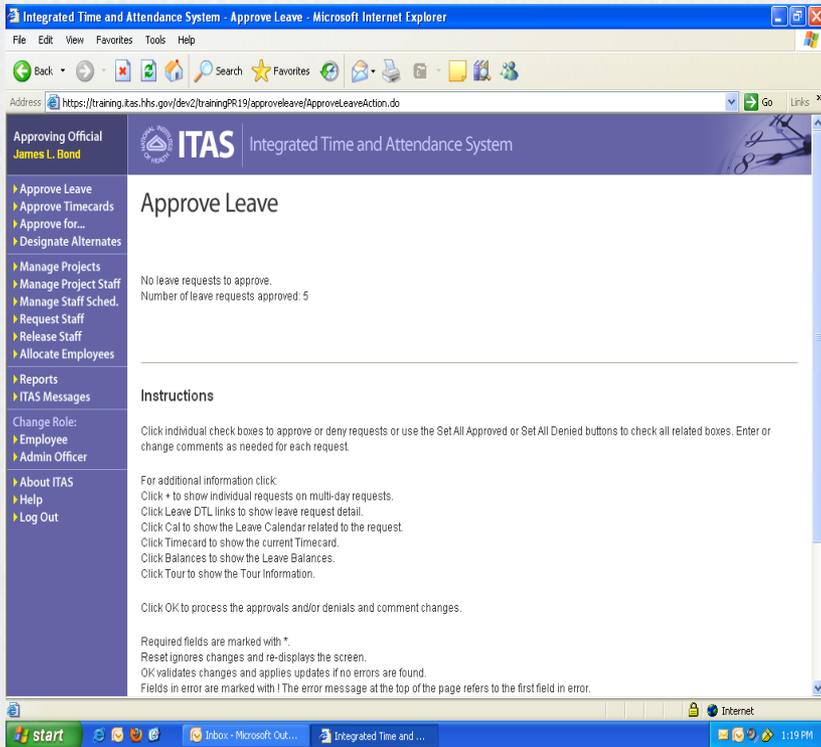
**Exception:** Donated leave, Advanced Annual leave and Intermittent employee messages.

Click “OK” to process.

**Reminder:** Please be sure to check for any new leave request prior to end of pay period.



# Leave Approval Successful

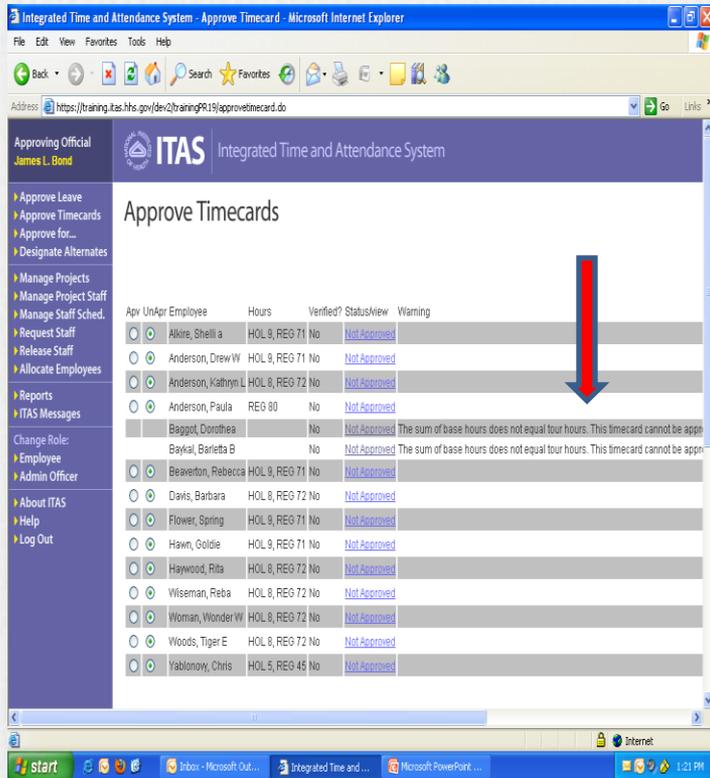


Once you have approved/denied the leave requests, you should reach this screen.

At this time ITAS has automatically update the employee timecard with all approved leave and sent confirmation email notification to the employee of your decision.



# Approve Timecards



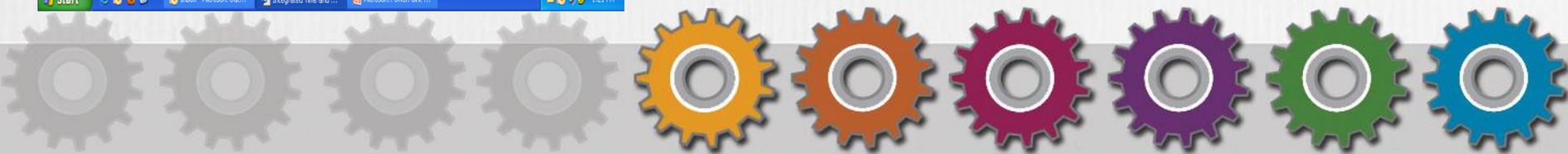
Appr	UnApr	Employee	Hours	Verified?	StatusView	Warning
<input type="radio"/>	<input type="radio"/>	Alkins, Shellia	HOL 9, REG 71	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Anderson, Drew W	HOL 9, REG 71	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Anderson, Kathryn L	HOL 8, REG 72	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Anderson, Paula	REG 80	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Biggot, Dorothea		No	Not Approved	The sum of base hours does not equal four hours. This timecard cannot be approved.
<input type="radio"/>	<input type="radio"/>	Baykal, Barletta B		No	Not Approved	The sum of base hours does not equal four hours. This timecard cannot be approved.
<input type="radio"/>	<input type="radio"/>	Beaverton, Rebecca	HOL 9, REG 71	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Davis, Barbara	HOL 9, REG 72	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Flower, Spring	HOL 9, REG 71	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Hawthorn, Goldie	HOL 9, REG 71	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Haywood, Rita	HOL 8, REG 72	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Wiseman, Reba	HOL 8, REG 72	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Worman, Wondra W	HOL 8, REG 72	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Woods, Tiger E	HOL 8, REG 72	No	Not Approved	
<input type="radio"/>	<input type="radio"/>	Yablony, Chris	HOL 5, REG 45	No	Not Approved	

This option is very important as it assures that employee will receive salary payment.

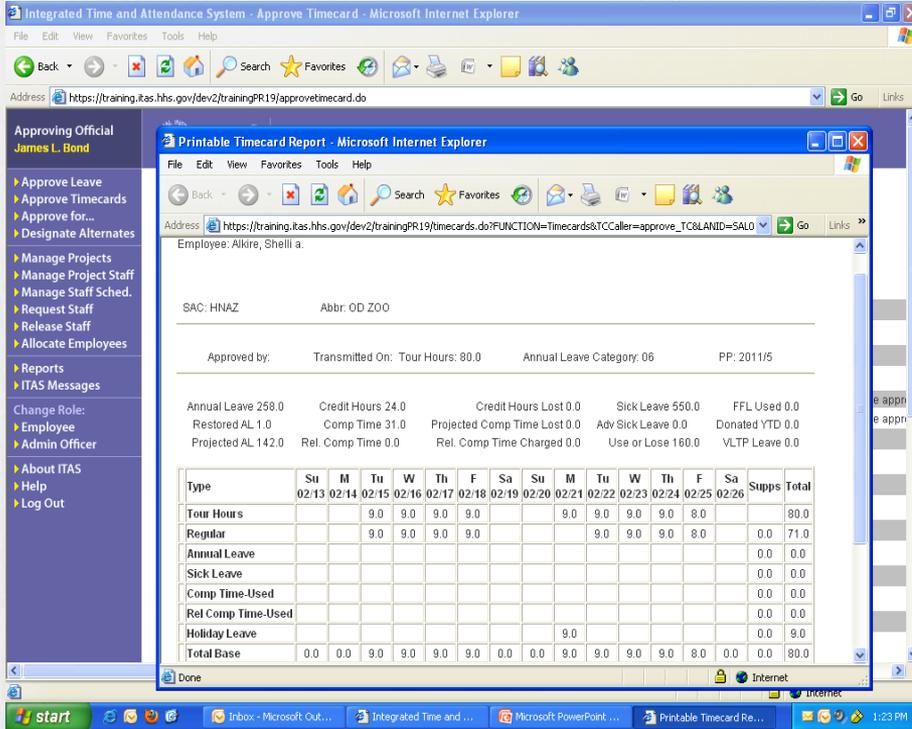
Timely approval of timecards must be on or before the last Friday of the pay period.

The Approve Timecards detail window appears providing a summary detail for each employee, OR you can click on “Timecard” to view individual employee timecard details.

A warning message will appear if there is error on timecard or leave is pending for the employee. It is important that you pay attention to the warning messages and make sure all timecards are corrected, leave approved and approved the timecard by the end of pay period.



# View Timecard



Integrated Time and Attendance System - Approve Timecard - Microsoft Internet Explorer

Address: <https://training.its.hhs.gov/dev2/trainingPR19/approvetimecard.do>

Approving Official: James L. Bond

- Approve Leave
- Approve Timecards
- Approve for...
- Designate Alternates
- Manage Projects
- Manage Project Staff
- Manage Staff Sched.
- Request Staff
- Release Staff
- Allocate Employees
- Reports
- ITAS Messages
- Change Role: Employee Admin Officer
- About ITAS
- Help
- Log Out

Printable Timecard Report - Microsoft Internet Explorer

Address: [https://training.its.hhs.gov/dev2/trainingPR19/timecards.do?FUNCTION=Timecards&TCCaller=approve\\_TC&LANDID=SALO](https://training.its.hhs.gov/dev2/trainingPR19/timecards.do?FUNCTION=Timecards&TCCaller=approve_TC&LANDID=SALO)

Employee: Alkire, Shelli a.

SAC: HNAZ      Abbr: OD ZOO

Approved by:      Transmitted On:      Tour Hours: 80.0      Annual Leave Category: 06      PP: 2011/5

Annual Leave 258.0      Credit Hours 24.0      Credit Hours Lost 0.0      Sick Leave 550.0      FFL Used 0.0  
 Restored AL 1.0      Comp Time 31.0      Projected Comp Time Lost 0.0      Adv Sick Leave 0.0      Donated YTD 0.0  
 Projected AL 142.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose 160.0      VLTP Leave 0.0

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Supps	Total
	02/13	02/14	02/15	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23	02/24	02/25	02/26		
Tour Hours	9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0	9.0	8.0				80.0
Regular			9.0	9.0	9.0	9.0				9.0	9.0	9.0	8.0		0.0	71.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
Holiday Leave									9.0						0.0	9.0
Total Base	0.0	0.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	9.0	9.0	8.0	0.0	0.0	80.0

Use this option to review the timecard prior to approval.



# Timecards Successfully Approved

Integrated Time and Attendance System - Approve Timecard - Microsoft Internet Explorer

Address: https://training.itas.hhs.gov/dev2/trainingPR19/approvetimecard.do?function=approveTC&actiondirect=true

**Approving Official**  
James L. Bond

**ITAS** Integrated Time and Attendance System

## Approve Timecards

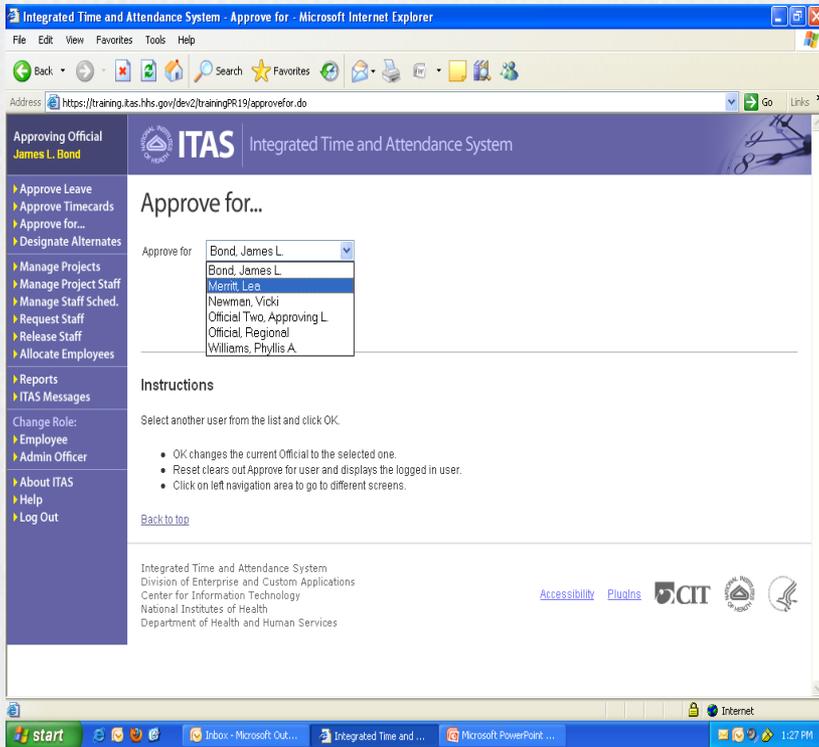
Number of timecards approved: 15

Apv	UnApr	Employee	Hours	Verified?	Status/view	Warning
<input checked="" type="radio"/>	<input type="radio"/>	Alkire, Shelli a	HOL 9, REG 71	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Anderson, Drew W	HOL 9, REG 71	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Anderson, Kathryn L	HOL 8, REG 72	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Anderson, Paula	REG 80	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Baggot, Dorothea	REG 80	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Baykal, Barletta B	REG 80	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Beaverton, Rebecca	HOL 9, REG 71	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Davis, Barbara	HOL 8, REG 72	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Flower, Spring	HOL 9, REG 71	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Hawn, Goldie	HOL 9, REG 71	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Haywood, Rita	HOL 8, REG 72	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Wiseman, Reba	HOL 8, REG 72	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Woman, Wonder W	HOL 8, REG 72	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Woods, Tiger E	HOL 8, REG 72	No	<a href="#">Approved</a>	
<input checked="" type="radio"/>	<input type="radio"/>	Yablony, Chris	HOL 5, REG 45	No	<a href="#">Approved</a>	

Taskbar: start, Inbox - Microsoft Out..., Microsoft PowerPoint..., Integrated Time and..., 3:07 PM



# Approve For....



You will need to access this screen to act as alternate for other Approving Official to approve leave and/or timecards .

Select the name of the Approving Official for whom you wish to approve for.

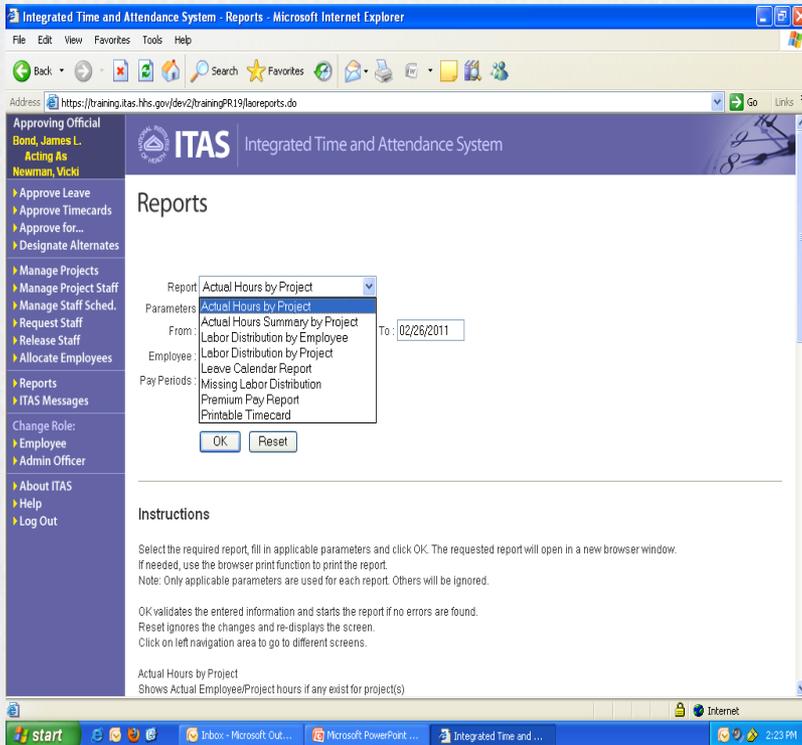
Click “OK”

The screen will change and you should see in top left corner of screen you should see your name “Acting As “ select approving official. i.e. Bond, James Acting As Newman, Vicki....you can now perform duties of leave approval and timecard approval.





# Reports

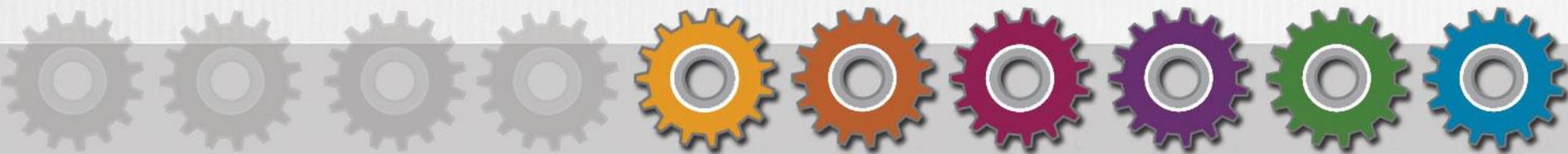


Use this option to view various reports available to you as approving official.

- Printable Timecard
- Leave Calendar
- Premium Pay

Once you have selected your reports you will need to set up your parameters. Follow step by step on ITAS screen in setting your parameters.

Click “OK” to process your request.



# Timecard Report

Integrated Time and Attendance System - Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://training.fas.hhs.gov/dev2/trainingPR19/itreports.do>

Approving Official  
James L. Bond

ITAS Integrated Time and Attendance System

Reports

Report: Printable Timecard

Parameters

From: 02/13/2011 To: 02/26/2011

Employee: Anderson, Drew W.

Pay Periods: 02/13/11-02/26/11 2011/5

OK Reset

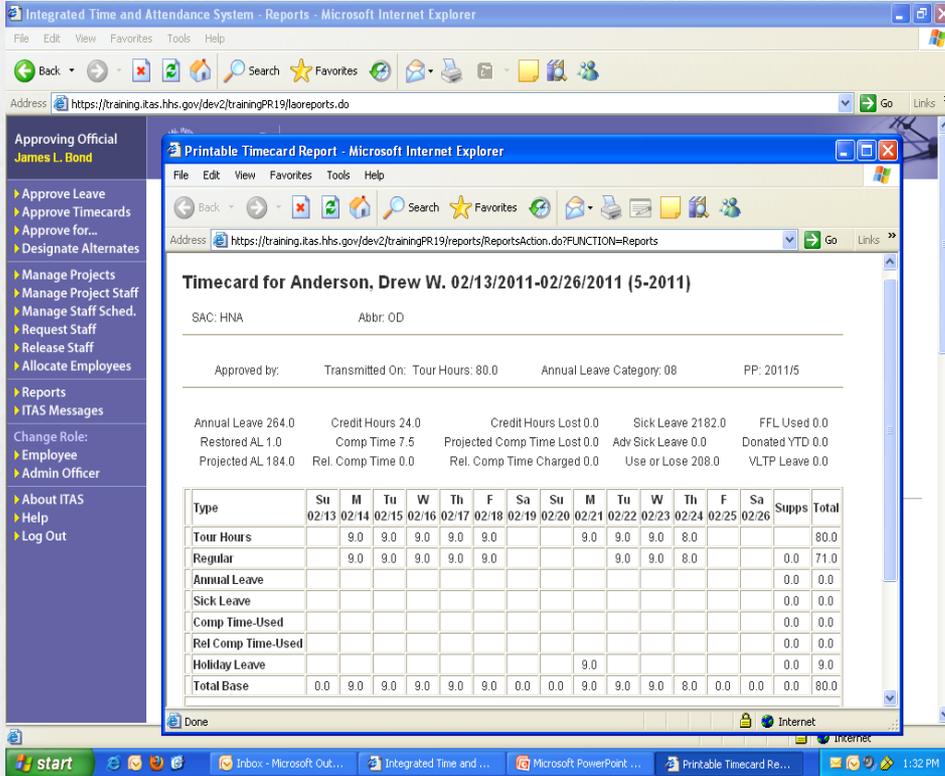
Instructions

Select the required report, fill in applicable parameters and click OK. The requested report will open in a new browser window. If needed, use the browser print function to print the report. Note: Only applicable parameters are used for each report. Others will be ignored. OK validates the entered information and starts the report if no errors are found. Reset ignores the changes and re-displays the screen. Click on left navigation area to go to different screens. Actual Hours by Project Shows Actual Employee/Project hours if any exist for project(s)

Report parameters to request a printable timecard.



# Employee Timecard



**Printable Timecard Report - Microsoft Internet Explorer**

Address: [https://training.itas.hhs.gov/dev2/trainingPR19\)/reports/ReportsAction.do?FUNCTION=Reports](https://training.itas.hhs.gov/dev2/trainingPR19)/reports/ReportsAction.do?FUNCTION=Reports)

**Timecard for Anderson, Drew W. 02/13/2011-02/26/2011 (5-2011)**

SAC: HNA      Abbr: OD

Approved by:      Transmitted On:      Tour Hours: 80.0      Annual Leave Category: 08      PP: 2011/5

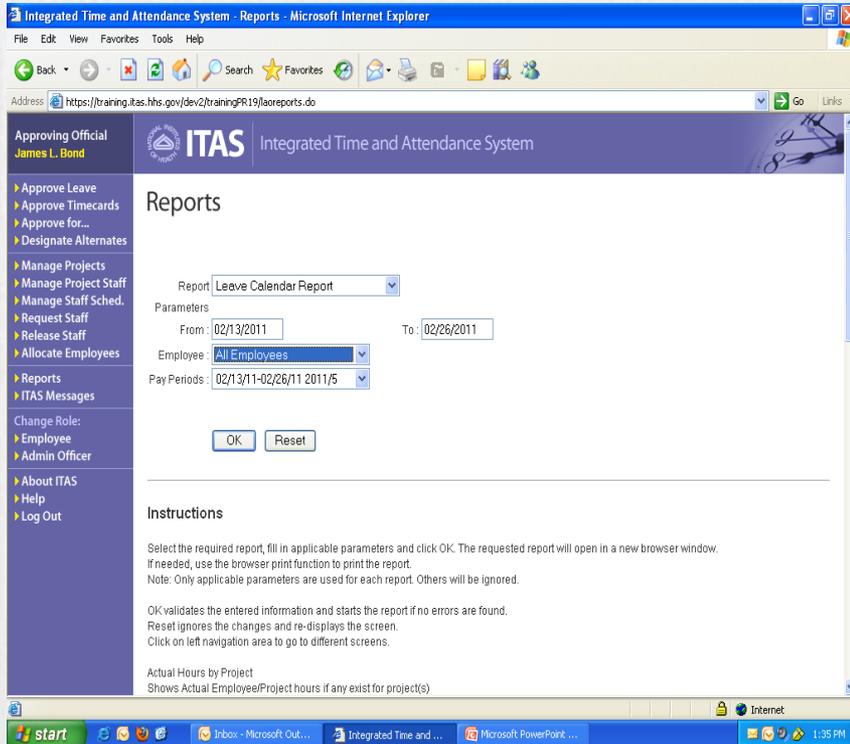
Annual Leave 264.0      Credit Hours 24.0      Credit Hours Lost 0.0      Sick Leave 2182.0      FFL Used 0.0  
 Restored AL 1.0      Comp Time 7.5      Projected Comp Time Lost 0.0      Adv Sick Leave 0.0      Donated YTD 0.0  
 Projected AL 184.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose 208.0      VLTP Leave 0.0

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Supps	Total
	02:13	02:14	02:15	02:16	02:17	02:18	02:19	02:20	02:21	02:22	02:23	02:24	02:25	02:26		
Tour Hours		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0	8.0				80.0
Regular		9.0	9.0	9.0	9.0	9.0				9.0	9.0	8.0			0.0	71.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
Holiday Leave									9.0						0.0	9.0
<b>Total Base</b>	0.0	9.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	9.0	8.0	0.0	0.0	0.0	80.0

This is results of your requested report for employee timecard. You can review the timecard for pay period in which you selected in your parameters.



# Leave Calendar



Select this report to view your leave calendar.

Set parameters and click “OK”

Shows month calendar with employees absences due to Holidays, leaves and AWS days off.

Sample on next slide.



# Leave Calendar Report Sample

Leave Calendar Report - Microsoft Internet Explorer

Address: <https://training.itas.hhs.gov/dev2/trainingPR19/reports/ReportsAction.do?FUNCTION=Reports>

**Time and Attendance System**  
**Leave Calendar Report**  
**Leave Calendar Report for Tuesday 2/1/2011 to Monday 2/28/2011**  
**Current Date: Feb 24 2011 1:36PM**  
**Generated for Supervisor: Bond, James L(OD)**

February 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Anderson, Paula AWS Beaverton, Rebecca AWS	5
6	7 Anderson, Paula AWS	8	9	10	11 Hawn, Goldie AWS Anderson, Drew W AWS Flower, Spring AWS	12
13	14 Alkire, Shelli a AWS	15	16	17	18 Anderson, Paula AWS Beaverton, Rebecca AWS	19
20	21 Washingtons Birthday Anderson, Paula AWS	22	23	24	25 Hawn, Goldie AWS Anderson, Drew W AWS Flower, Spring AWS	26
27	28 Alkire, Shelli a AWS					

Done

start | Inbox - Microsoft Out... | Integrated Time and ... | Microsoft PowerPoint ... | Leave Calendar Repo... | 1:37 PM



# Change Role



This option will allow you to change your role without logging out of ITAS.

Use this option to change your role to that of “Employee”.



# HELLP

Contact your ITAS Coordinator  
or Timekeeper.

