



Using ITAS – Integrated Time and Attendance System A Quick Reference Guide EMPLOYEE ROLE

As an employee you submit leave request and can view your own time and attendance information. The options available to employees via ITAS are:

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

Privacy Act Notice:

You may view the Privacy Act Notice as it applies to ITAS on the logon screen.

SIGN-IN/OUT

This function will not be used by HHS

Leave Request

This feature allows you to submit a request for leave to your supervisor on-line. You can also request to donate leave to another employee. You may review your request on-line to determine if your supervisor has approved it. Once your supervisor has approved your leave request it is automatically posted to your timecard in ITAS.

This feature should be used in place of completing OPM FORM-71, Request for Leave. You should check with your supervisor for the policy in your office.

To request leave

Instructions:

To create a full day request:

- Click on Request Leave
- Fill in the Start Date. Tab to fill in End Date. OR Click on Mini Calendar next to Start Date or End Date field and select date.
- Select a Leave Type. If your desired type is not shown or you want multiple types, choose **Other Types**. Other Types denotes all leave types (AL, SL, and LWOP may be selected on this page too) and includes FFL, FMLA, and Comp Time etc.
- Enter number of hours.
- Comment box (OPTIONAL) - requestor can type in an explanation/comments for the request. The comment will be included in the e-mail notification to the Leave Approving Official.
- Click the “OK” button.
- Requested leave will show up under “Existing Leave Requests”.

To create a partial day request:

- Click on Request Leave
- Fill in the Start Date. Tab to fill in End Date. OR Click on Mini Calendar next to Start Date or End Date field and select date.
- Select a Leave Type. If your desired type is not shown, choose **Other Types** to be directed to the advanced page.
- Fill in the Start Time of your leave be sure to include click on radio button for “AM or PM” after time. (i.e. 8 A.M. or 2 P.M.)
- Fill in # of Hours and click on “Calculate Hours” and the End Time will be populated for you. OR
- Fill in the End Time be sure to include “AM or PM” after time. (i.e. 8 A.M. or 2 P.M.) and click on Calculate Hours and the number of Hours will be populated for you.
- Enter number of hours in desired leave box.
- Enter Comment (OPTIONAL)
- Click the “OK” button.
- Requested leave will show up under “Existing Leave Requests”.

To Request leave for two or more types of leave on the same day:

- Click on Request Leave
- Fill in the Start Date. Tab to fill in End Date. OR Click on Mini Calendar next to Start Date or End Date field and select date.
- Click on **Other Leave** types
- ITAS will open window in which you will click on the **type of absence** and **enter number of hours** you wish to apply to the first leave category.
- Click on the second **type of absence** and **enter number of hours**. Continue until you have accounted for all hours requested.
- Enter Comment (OPTIONAL).
- Click the “OK” button.
- Requested leave will show up under “Existing Leave Requests”.

An email will be automatically sent to your Approving Official (AO) notifying them of your request. The Leave Request will appear in the AO’s Pending Leave Request window. Once the Approving Official approves the leave it will be posted to the employee’s timecard and email will be automatically be sent back to the employee notifying them of approval or denial.

Removing a Leave Request:

You may use this process to remove a leave request that has not yet been approved or is for a future date. See your Timekeeper for additional help, if necessary.

- Click on Request Leave
- Click on “existing leave request”.
- Click on the row of leave you wish to delete.
- Click on “Cancel Leave” button
- Email sent notifying your AO of the deletion.

To delete more than one leave request:

- Click on “Cancel Leave Requests
- Click on boxes for all leave type you wish to cancel (delete).
- Click “OK” button.
- Email sent notifying your AO of the deletions.

Verify Timecard:

Employees may be asked to view and verify the accuracy of their timecard in ITAS. ITAS gives employees the capability to view their time and attendance record for the current pay period before it is processed in order to compare information with their own records and discuss any discrepancies with their Approving Official and Timekeeper. Employee may also view time and attendance information from previous pay periods.

To View and Verify You’re Timecard:

- Click on Verify Timecard
- The Timecard Summary window appears with leave for the pay period indicated and/or extra hours worked for the pay period.
- If the information is correct, click on the **Verify (Optional - check with your OPDIV to see if you are required to verify your timecard.)** button. If the timecard is not correct click on a main menu button and discuss the incorrect information with your Approving Official and/or Timekeeper.
- To review previous pay periods timecard cards....select a pay period from drop down box and click submit. The timecard will appear for that specific pay period.

Donate Leave Request:

- Click on Donate Leave
- Click on down arrow next to “Select a Name Reason Org” and highlight the employee you wish to donate hours to... if you don’t see the employee’s name, see your Timekeeper.
- Click on down arrow next to Hours Type and highlight the hour’s type to select.
- Enter the number of hours to donate in the Hours column for the appropriate recipient.
- Click on the “OK” button to process your donation.

Personal Screen

Allows employees to review their own personal information in ITAS and also used by employees to:

Change Password:

This function allows you to change your current ITAS password. Note that ITAS requires all users to change their password every 180 days for security reasons.

Enter your current password and a new password that is from six to ten characters and must contain **all four** elements.

- At least one number
- At least one Capital letter
- At least one lower case letter
- At least one Special Character (Examples: ! @ # \$ % & *)

Your new password may not be any of the last **ten** passwords you used in ITAS. Your password is **case sensitive**.

Note: If you have forgotten your password and cannot access ITAS, see your Timekeeper or ITAS Coordinator to have your password reset.

Reports

Employee can view various reports as it applies to them such as Leave Request, printable timecard, etc.

Sample Timecard

Timecard for DBA Helper, Super S. 02/27/2011-03/12/2011 (6-2011)

SAC: DBA

Abbr: DBA

Approved by:

Transmitted On: Tour Hours: 80.0

Annual Leave Category: 08

PP:

Annual Leave 272.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 716.0 I
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 Don
 Projected AL 176.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 208.0 VL

Type	Su 02/27	M 02/28	Tu 03/01	W 03/02	Th 03/03	F 03/04	Sa 03/05	Su 03/06	M 03/07	Tu 03/08	W 03/09	Th 03/10	F 03/11	Sa 03/12	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0
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
Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0

Field Name	Description
Tour Hours	Displays the total number of hours you are required to work for the pay period.
Pay Period	Displays the pay period number for the timecard you are viewing.
Pay Year	Display the pay period year for the timecard you are viewing.
SAC	Displays your standard accounting code.
Annual Leave Category	Displays the annual leave accrual category for the employee.
Transmit Date	Displays the date the timecard you are viewing was transmitted to the Health and Human Services for transmit to DFAS payroll system.
Balances	Displays your various leave balances. If you are viewing a timecard for a previous pay period, the balances are as of the end of that pay period. These balances reflect all leave used during the pay period and all supplements entered by your timekeeper or ITAS coordinator during the pay period.
Date	Displays the day and date in the pay period.
Reg	Displays the number of regular hours that you worked for the day.
AL	Displays the number of annual leave hours that you used for the day. An “R” preceding the number indicates restored annual leave is used. A “B” indicates that both annual leave and restored annual leave are used. An “F” indicates hours under the Family Medical Leave Act. An “M” indicates multiple uses of annual leave.
SL	Displays the number of sick leave hours that you used for the day. An “F” preceding the number of hours indicates hours under the Family Medical Leave Act.
CTU	Displays the number of compensatory time hours that you used for the day.
RCTU	Displays the number of religious compensatory time used.
CHU	Displays the number of credit hours that you used for the day.
Other Hrs	Displays the number of other leave hours that you used for the day. Other types of leave comprise one or more of: military leave, holiday, administrative leave, court leave (e.g., jury duty), continuation of pay, and time off incentive award.
NP	Displays the number of non paid leave hours that you used for the day. An “A” preceding the number indicates absent without leave (AWOL) is used. An “L” indicates leave without pay (LWOP) is used. An “S” indicates suspension (SUSP) is used. An “F” indicates hours were used under the Family Medical Leave Act. An “M” indicates multiple.
Tot Base	Displays the number of based hours applied to your tour of for the day.
OT	Displays the number of overtime hours that you worked for the day.
HP	Displays the number of holiday pay hours that you earned for the day.
CTE	Displays the number of compensatory time hours that you earned for the day. An “R” preceding the number indicates religious compensatory hours earned. An “B” indicates that both compensatory time and religious compensatory time are earned.
CHE	Displays the number of credit hours that you earned for the day.

N/S	Displays the number of night differential or Sunday differential hours that you worked for the day.
ENV	Displays the number of environmental differential or hazard differential hours that you recorded for the day.
Supplements	Displays the total number of supplement hours for each leave category applied for the pay period. Supplement details are at bottom of the timecard.
Totals	Displays the total number of hours for each of the columns that apply toward your tour of duty.
Paid Base	displays the number of hours you will be paid for the pay period.