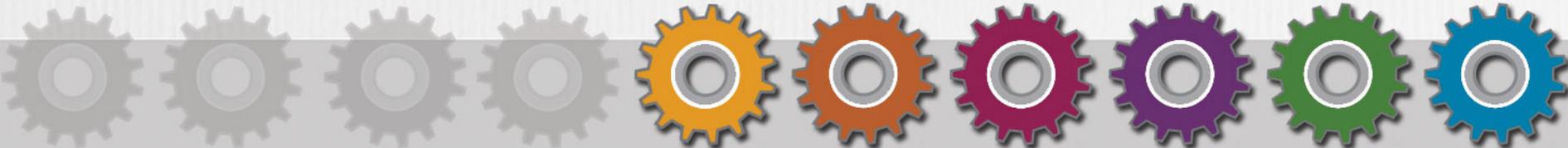
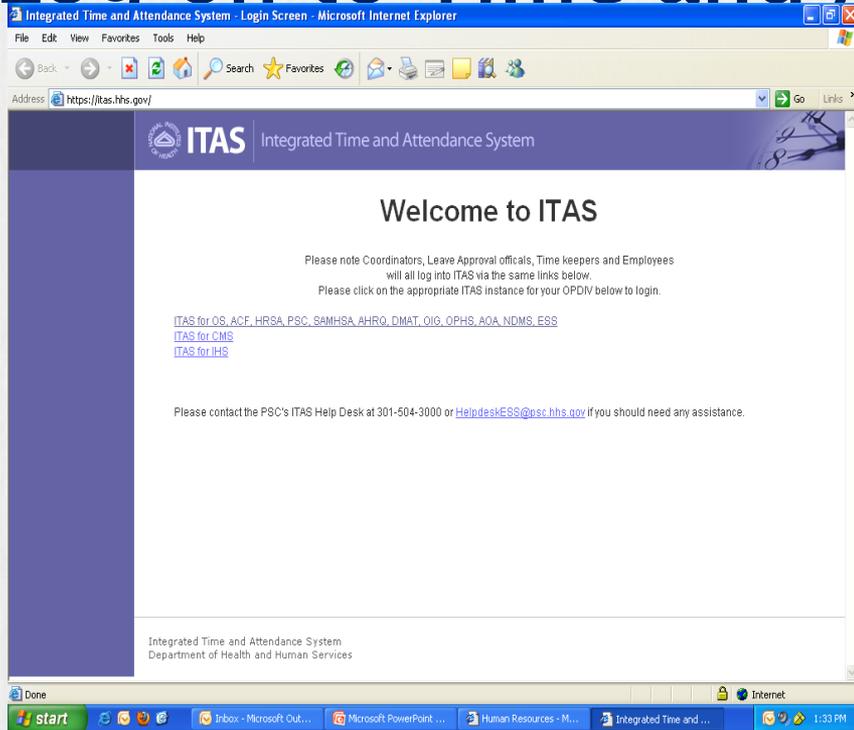


# ITAS

## *Reference Guide - Timekeepers*



# Log on to Time and Attendance



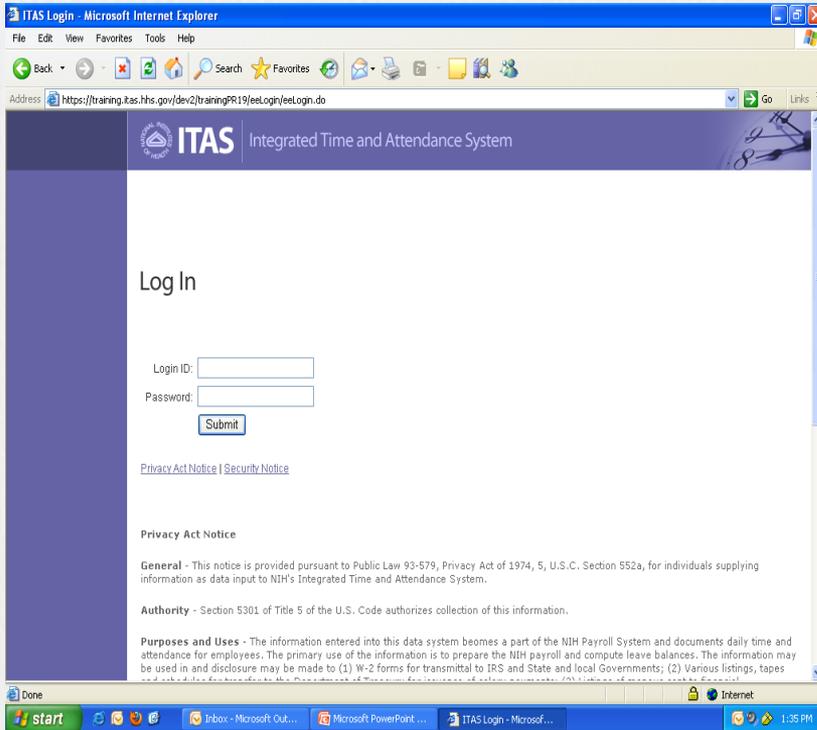
Using Internet Explorer browser type in URL: <https://itas.hhs.gov/>

Click on the appropriate link for your OPDIV's Employee/AO/Timekeeper..

**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.



# ITAS Logon Screen



As a new user Logon using your ITAS LOGIN ID and your generic password set by your ITAS Coordinator.

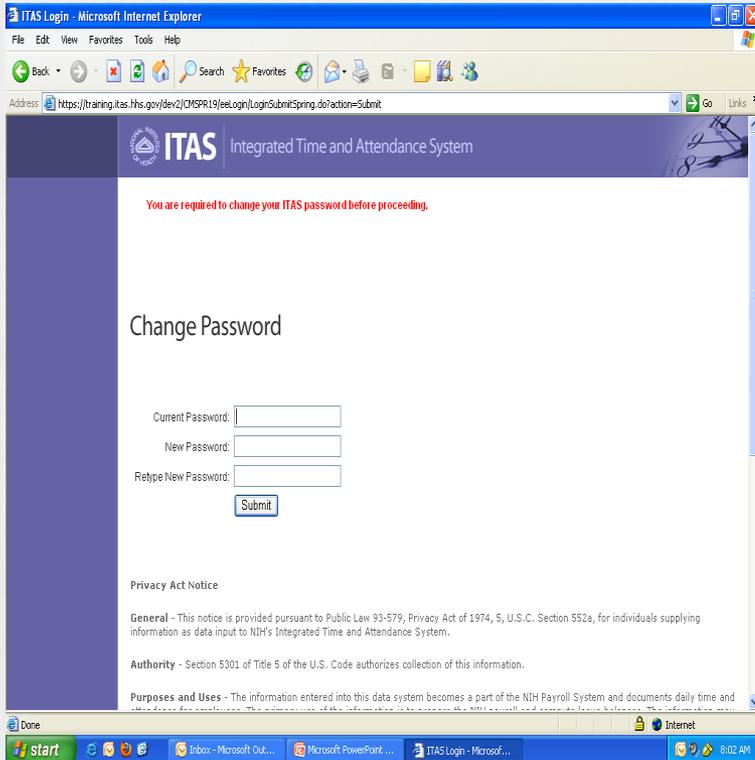
Your ITAS LOGIN ID is the first letter of your first name, the first and second letter of your last name and last 5 digits of your social security number. i.e. John Doe, SSN:000-07-8999 = jdo78999

Once you are logon the system will prompt you to enter a new password (eight 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 (eight 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 four 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

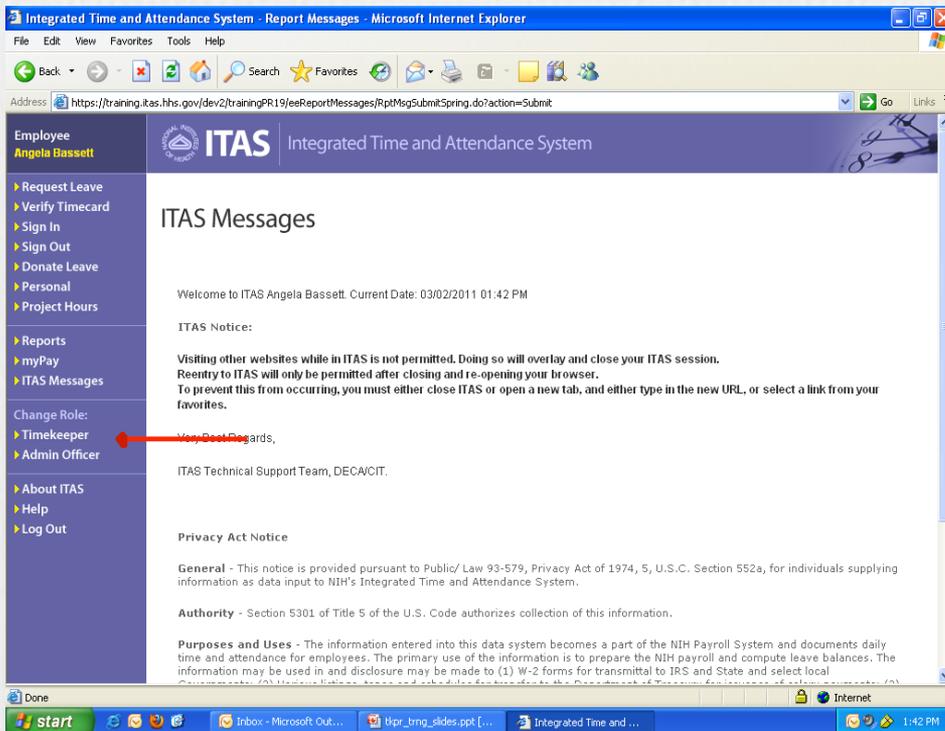
The screenshot shows a web browser window titled "Integrated Time and Attendance System - Microsoft Internet Explorer". The address bar contains the URL: <http://pyrite.hrs.psc.gov/Scripts/SaISAPI.dll/itasweb.class/menu/NewMain.jsp>. The main content area features a blue header with the text "INTEGRATED TIME AND ATTENDANCE SYSTEM" and a large graphic with the text "WELCOME TO ITAS" overlaid on a background image of a pocket watch and a group of people. On the left side, there is a blue sidebar menu with the following items:

- Approving Official  
Super I. Trainer
  - ▶ Approve Leave
  - ▶ Approve Timecards
  - ▶ Approve For...
  - ▶ Designate Alternates
- Reports
  - ▶ Timecard
  - ▶ Leave Calendar
  - ▶ Sign-in/Sign-out
  - ▶ ITAS Messages
- Change Role
  - ▶ Employee
  - ▶ Timekeeper
  - ▶ Administrative Officer
  - ▶ ITAS Administration
- ▶ About ITAS
- ▶ Help
- ▶ Home
- ▶ Logout

The browser's taskbar at the bottom shows the Start button, several open applications including "pcANYWHERE Waiting...", "Integrated Time and ...", and "Microsoft PowerPoint - [I...]", and the system clock displaying "8:14 AM".



# MAIN Menu



ITAS Messages Appear Here

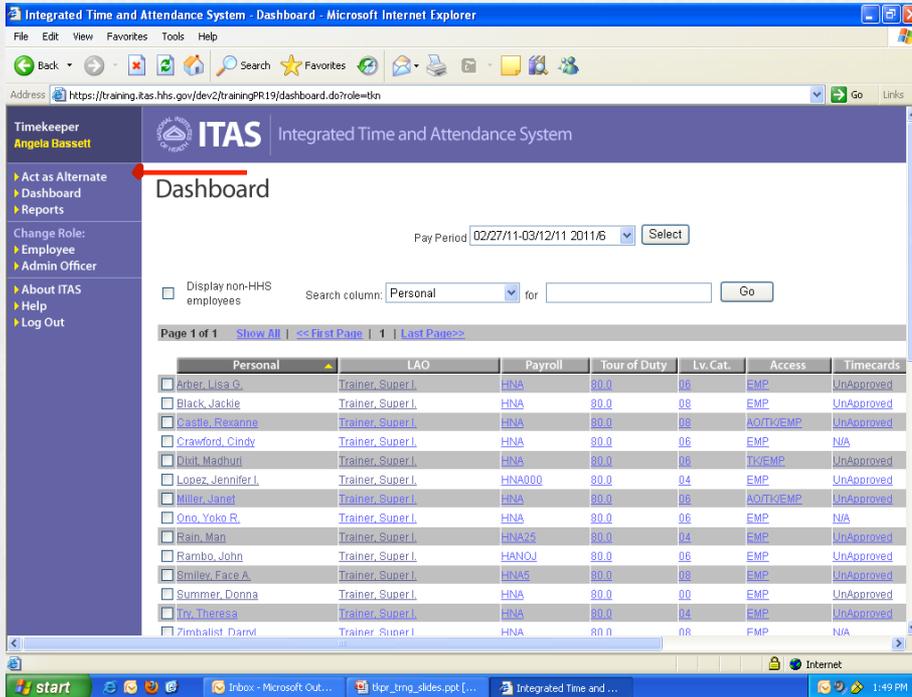
**“Visiting other websites while in ITAS is not permitted. Doing so will overlay and close your ITAS session. Reentry into ITAS will only be permitted after Closing and Re-opening your browser.”**

Change Roles

- ▶ Click on Timekeeper



# Timekeeper Menu



Personal	LAO	Payroll	Tour of Duty	Lv. Cat.	Access	Timecards
<input type="checkbox"/> Arter, Lisa G.	Trainer_SuperI	HNA	80.0	08	EMP	UnApproved
<input type="checkbox"/> Black, Jackie	Trainer_SuperI	HNA	80.0	08	EMP	UnApproved
<input type="checkbox"/> Castle, Roxanne	Trainer_SuperI	HNA	80.0	08	AOTIEMP	UnApproved
<input type="checkbox"/> Crawford, Cindy	Trainer_SuperI	HNA	80.0	06	EMP	N/A
<input type="checkbox"/> Dibit, Madhuri	Trainer_SuperI	HNA	80.0	06	TKEMP	UnApproved
<input type="checkbox"/> Lopez, Jennifer L.	Trainer_SuperI	HNA000	80.0	04	EMP	UnApproved
<input type="checkbox"/> Miller, Janet	Trainer_SuperI	HNA	80.0	08	AOTIEMP	UnApproved
<input type="checkbox"/> Ono, Yoko R.	Trainer_SuperI	HNA	80.0	06	EMP	N/A
<input type="checkbox"/> Rain, Man	Trainer_SuperI	HNA25	80.0	04	EMP	UnApproved
<input type="checkbox"/> Rambo, John	Trainer_SuperI	HANOU	80.0	06	EMP	UnApproved
<input type="checkbox"/> Smiley, Face A.	Trainer_SuperI	HNA5	80.0	08	EMP	UnApproved
<input type="checkbox"/> Summer, Donna	Trainer_SuperI	HNA	80.0	00	EMP	UnApproved
<input type="checkbox"/> Tv, Theresa	Trainer_SuperI	HNA	80.0	04	EMP	UnApproved
<input type="checkbox"/> Zimbalist, Darvi	Trainer_SuperI	HNA	80.0	08	FMP	N/A

Act as Alternate

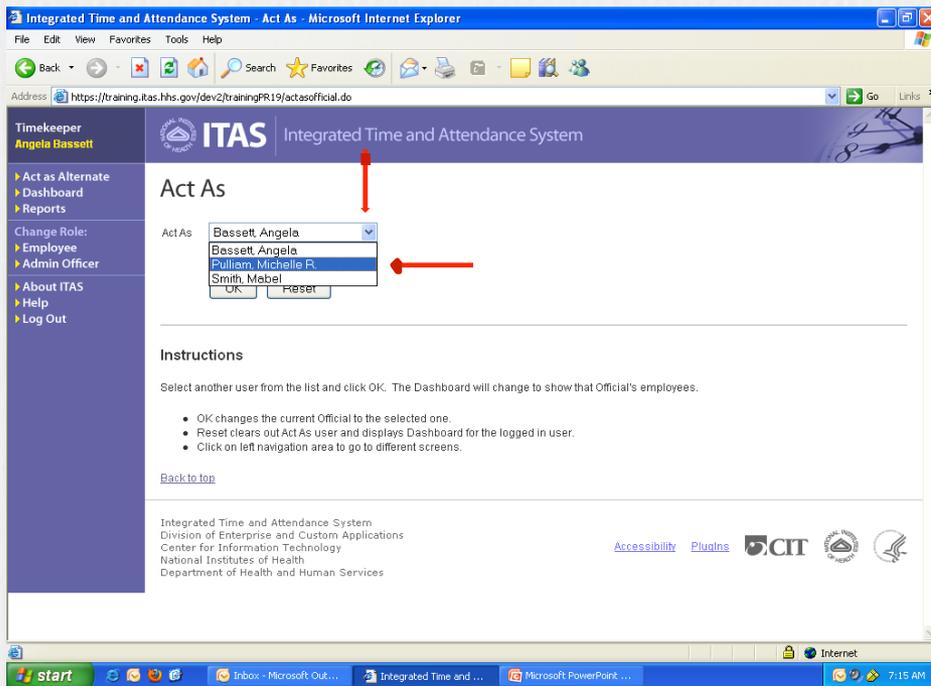
Dashboard

- Dashboard is where you will conduct your timekeeper responsibilities.

Reports



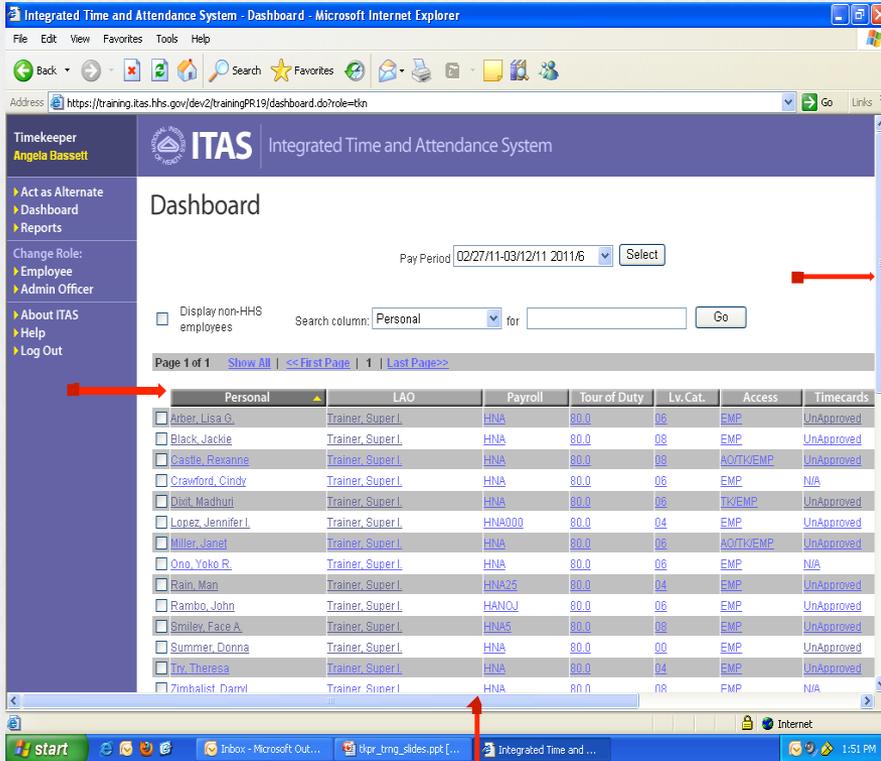
# Act as Alternate Timekeeper



Click on drop down arrow  
Select timekeeper name  
Click “OK”



# DASHBOARD



Integrated Time and Attendance System - Dashboard - Microsoft Internet Explorer

Timekeeper: Angela Bassett

ITAS Integrated Time and Attendance System

Dashboard

Pay Period: 02/27/11-03/12/11 2011/6

Display non-HHS employees:

Search column: Personal for

Page 1 of 1 | Show All | << First Page | 1 | Last Page >>

Personal	LAO	Payroll	Tour of Duty	Lv. Cat.	Access	Timecards
<input type="checkbox"/> Arber, Lisa G.	Trainer, Super I	HNA	80.0	06	EMP	UnApproved
<input type="checkbox"/> Black, Jackie	Trainer, Super I	HNA	80.0	08	EMP	UnApproved
<input type="checkbox"/> Castib, Resanne	Trainer, Super I	HNA	80.0	08	AO/TK/EMP	UnApproved
<input type="checkbox"/> Crawford, Cindy	Trainer, Super I	HNA	80.0	06	EMP	N/A
<input type="checkbox"/> Dixit, Madhuri	Trainer, Super I	HNA	80.0	06	TK/EMP	UnApproved
<input type="checkbox"/> Lopez, Jennifer L.	Trainer, Super I	HNA000	80.0	04	EMP	UnApproved
<input type="checkbox"/> Miller, Janet	Trainer, Super I	HNA	80.0	06	AO/TK/EMP	UnApproved
<input type="checkbox"/> Ono, Yoko R.	Trainer, Super I	HNA	80.0	06	EMP	N/A
<input type="checkbox"/> Rain, Man	Trainer, Super I	HNA25	80.0	04	EMP	UnApproved
<input type="checkbox"/> Rambo, John	Trainer, Super I	HAN0J	80.0	06	EMP	UnApproved
<input type="checkbox"/> Smiley, Face A.	Trainer, Super I	HNA5	80.0	08	EMP	UnApproved
<input type="checkbox"/> Summer, Donna	Trainer, Super I	HNA	80.0	00	EMP	UnApproved
<input type="checkbox"/> Tiv, Theresa	Trainer, Super I	HNA	80.0	04	EMP	UnApproved
<input type="checkbox"/> Zimbalist, Darvi	Trainer, Super I	HNA	80.0	08	FMP	N/A

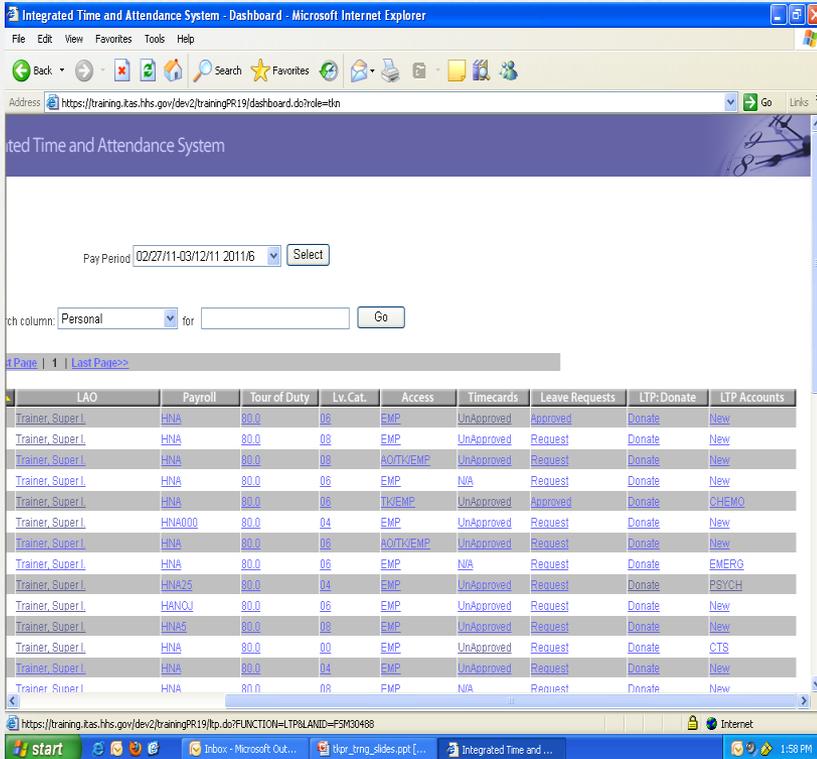
Dashboard will list all of your employees.

You will need to use the scroll bars at the bottom of screen and to the right side of screen.

Clicking on the Tab Heading along top will only change the order of employees name from descending to ascending order.



# DASHBOARD – Continued



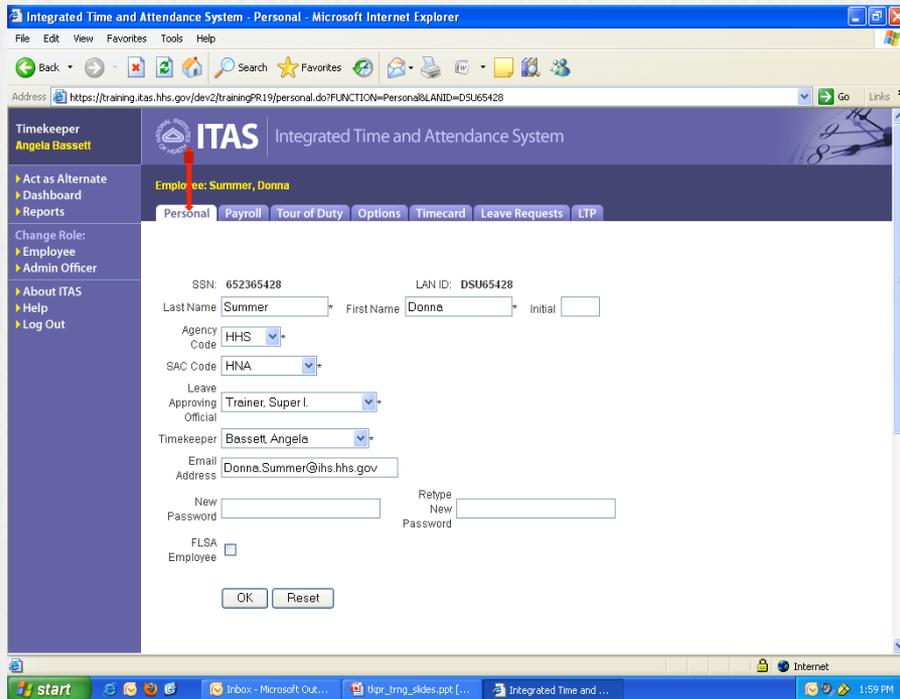
LAO	Payroll	Tour of Duty	Lv. Cat.	Access	Timecards	Leave Requests	LTP: Donate	LTP Accounts
Trainer_Super.I	HNA	80.0	06	EMP	UnApproved	Approved	Donate	New
Trainer_Super.I	HNA	80.0	08	EMP	UnApproved	Request	Donate	New
Trainer_Super.I	HNA	80.0	08	ACOT/EEMP	UnApproved	Request	Donate	New
Trainer_Super.I	HNA	80.0	06	EMP	N/A	Request	Donate	New
Trainer_Super.I	HNA	80.0	06	TK/EEMP	UnApproved	Approved	Donate	CHEMO
Trainer_Super.I	HNA000	80.0	04	EMP	UnApproved	Request	Donate	New
Trainer_Super.I	HNA	80.0	06	ACOT/EEMP	UnApproved	Request	Donate	New
Trainer_Super.I	HNA	80.0	06	EMP	N/A	Request	Donate	EMERG
Trainer_Super.I	HNA25	80.0	04	EMP	UnApproved	Request	Donate	PSYCH
Trainer_Super.I	HANQJ	80.0	06	EMP	UnApproved	Request	Donate	New
Trainer_Super.I	HNA5	80.0	08	EMP	UnApproved	Request	Donate	New
Trainer_Super.I	HNA	80.0	00	EMP	UnApproved	Request	Donate	CTS
Trainer_Super.I	HNA	80.0	04	EMP	UnApproved	Request	Donate	New
Trainer_Super.I	HNA	80.0	08	EMP	N/A	Request	Donate	New

Using the scroll bar at bottom scroll look at all the different headings. Scroll back to access an employee record.

Click on one of your employee's name will take you to that employee Profile Information.



# ITAS Profile



Profile information categories are Personal, Payroll, Tour of Duty, Options Leave Request and LTP.

This is the **PERSONAL TAB** which contain each employees standard information.

Boxes with \* beside them indicates that this is mandatory information. ITAS will not let you leave the profile until all mandatory information is completed. Even though the "Email Address" is not mandatory it should be completed in order for employee to received Emails concerning leave request.

This also where you will reset password when requested by employee.



# Profile - Payroll

Integrated Time and Attendance System - Payroll - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://training.itas.hhs.gov/dev2/trainingPR19/payroll.do?role=tlm

Timekeeper: Angela Bassett

Employee: Summer, Donna

Personal Payroll Tour of Duty Options Timecard Leave Requests LTP

Enter On Duty Date: 07/05/2007 Service Computation Date: Separation Date:

Status: Active

SAC Code: HNA

Common Acct No: 1J987654

Approving Official: Trainer, Super

Timekeeper: Bassett, Angela

Pay Basis: Annually

Type: General Schedule

Pay Plan: GS-General Schedule

Type of Appointment: Temporary, Less than 90 days

Military Status: None

Remarks:

Special FMLA:

OK Reset

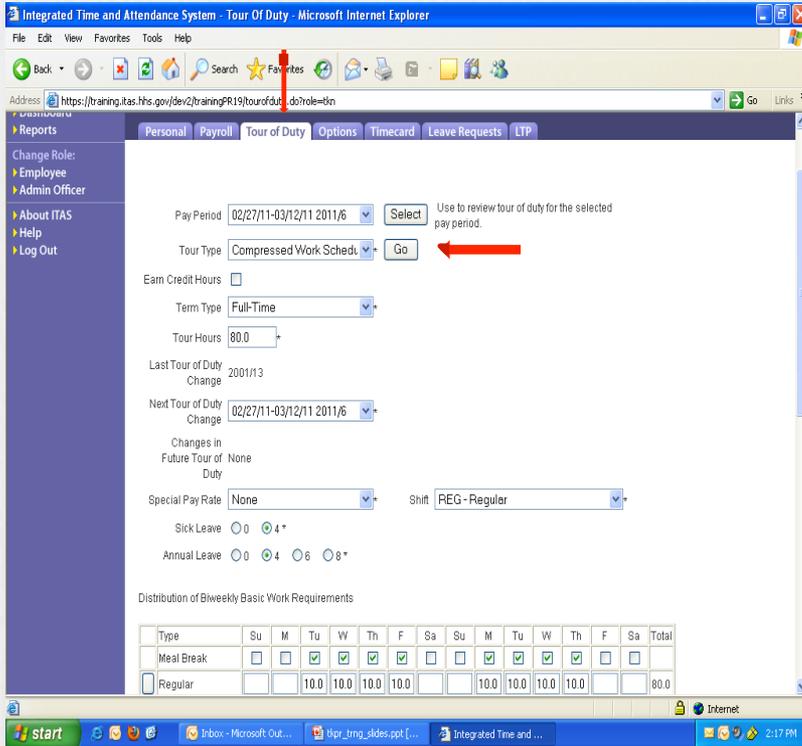
## PAYROLL TAB

This information is required to assure employee will be paid correctly.

Boxes with \* are mandatory.



# Profile – Tour



Integrated Time and Attendance System - Tour Of Duty - Microsoft Internet Explorer

Address: https://training.itas.hhs.gov/dev2/trainingFR19/tourofduty.do?role=0n

Change Role:  
Employee  
Admin Officer

Pay Period: 02/27/11-03/12/11 2011/6  Use to review tour of duty for the selected pay period.

Tour Type: Compressed Work Schedi.  

Earn Credit Hours

Term Type: Full-Time

Tour Hours: 80.0

Last Tour of Duty: 2011/3  
Change

Next Tour of Duty: 02/27/11-03/12/11 2011/6  
Change

Changes in Future Tour of Duty: None

Special Pay Rate: None Shift: REG - Regular

Sick Leave: 0 4\*

Annual Leave: 0 4 6 8\*

Distribution of Biweekly Basic Work Requirements

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Total
Meal Break	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regular	<input type="checkbox"/>	<input type="checkbox"/>	10.0	10.0	10.0	10.0	<input type="checkbox"/>	<input type="checkbox"/>	10.0	10.0	10.0	10.0	<input type="checkbox"/>	<input type="checkbox"/>	80.0

## TOUR OF DUTY TAB

Information used to create timecard.

Boxes with \* are mandatory.

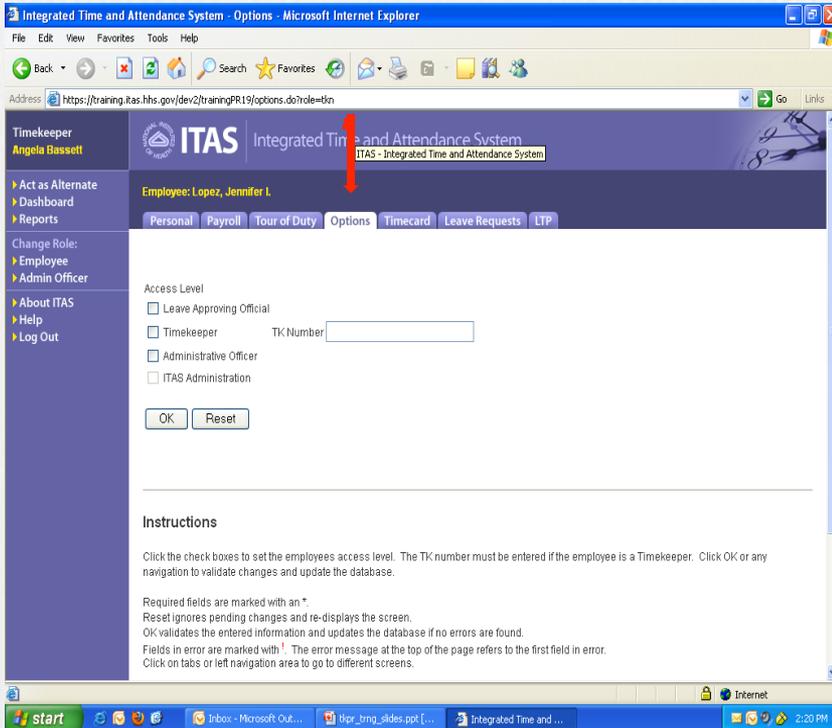
To change tour type click on down arrow and choose type. Then click on “GO” button.

Effective Pay Period – click on down arrow and choose pay period in which effective.

Check Distribution of Biweekly Basic Work Requirements to assure that employees’ tour is correct. This is what is used to populate the employee timecard each pay period.



# Profile – Options



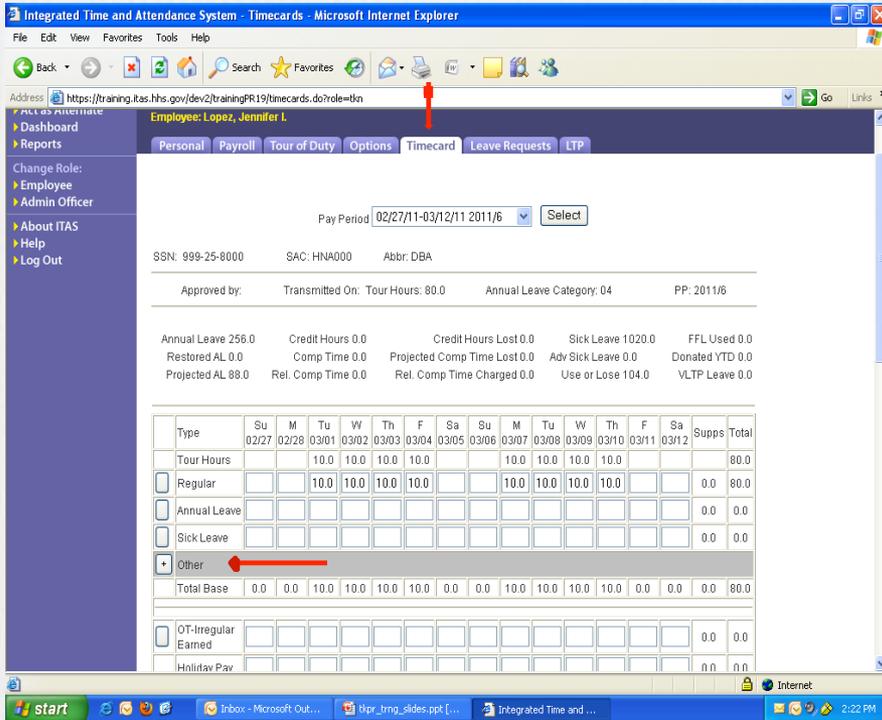
## OPTIONS TAB

Sets access level for employees. Only complete if employee is an Approving Official, Timekeeper or ITAS Coordinator (Administrative Officer).

Set access as a timekeeper you must also enter a 5 digit timekeeper number.



# TIMECARD



Employee: Lopez, Jennifer L.

Pay Period: 02/27/11-03/12/11 2011/6

SSN: 999-25-8000 SAC: HNA000 Abbr: DBA

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 04 PP: 2011/6

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Supps	Total
Tour Hours			10.0	10.0	10.0	10.0			10.0	10.0	10.0	10.0				80.0
Regular			10.0	10.0	10.0	10.0			10.0	10.0	10.0	10.0			0.0	80.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Other																
Total Base	0.0	0.0	10.0	10.0	10.0	10.0	0.0	0.0	10.0	10.0	10.0	10.0	0.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0

## TIMECARD TAB

Tour hours and Regular hours should match. ITAS will automatically post holidays and approved leave.

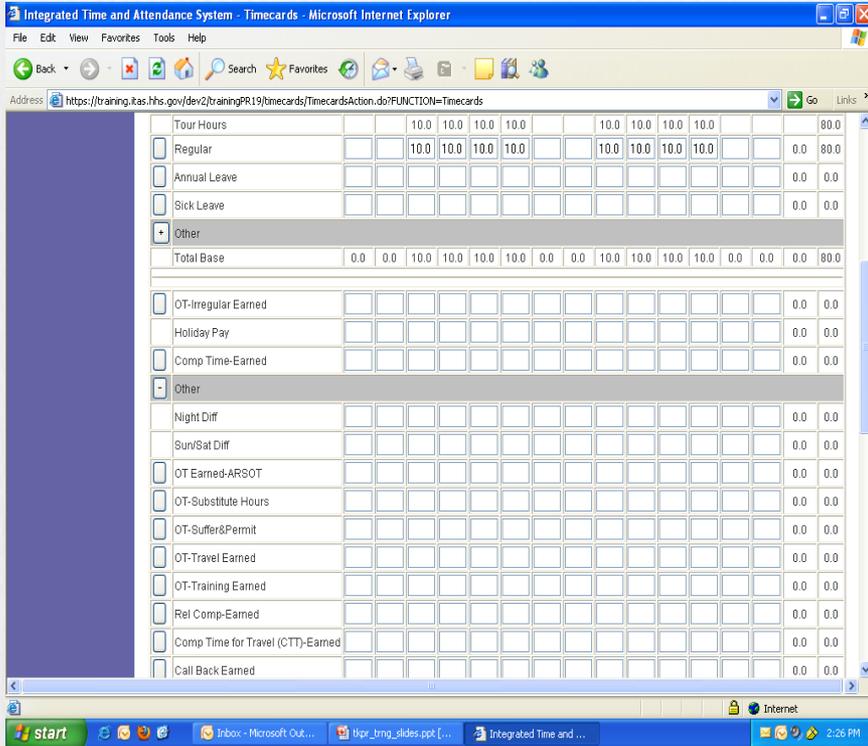
Click “+ Other” - to see more chooses.

Clicking “OK” at bottom only updates information.

Exit without changes – click on “Dashboard”



# Posting Extra Hours to Timecard



## Posting Overtime, Credit Hours Comp Time, etc to Timecard

Posting of hours worked in excess of 8 hours a day as overtime, credit hours or comp time.

Click on “+” **Other** for more types

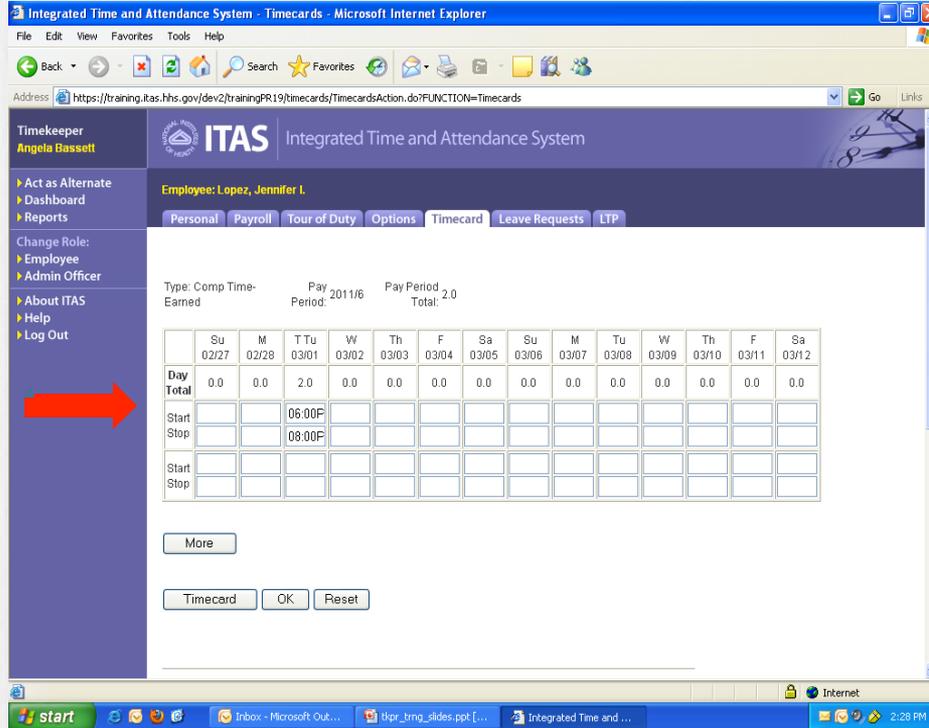
Select day and type of hours worked

Enter number of hours

Click “OK”



# Posting Extra Hours - Continued



	Su 02/27	M 02/28	T 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
Day Total	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start			06:00P											
Stop			08:00P											
Start														
Stop														

## Posting of Overtime, Comp Time, Credit Hours, etc - Continued

Type in individual start and end times to change. Use military or AM / PM times.

If needed, click the “More” button for extra start / stop lines.

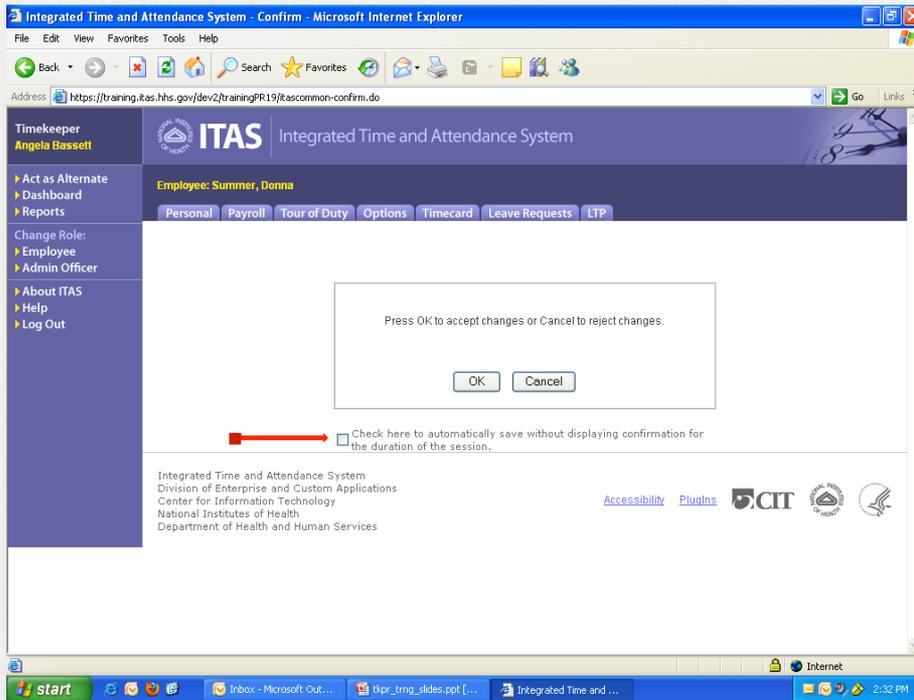
Errors are indicated at the column headings.

Click “OK”.

You will see a confirmation screen.



# Confirmation Screen



Screen appears after every change made to employee profile or timecard.

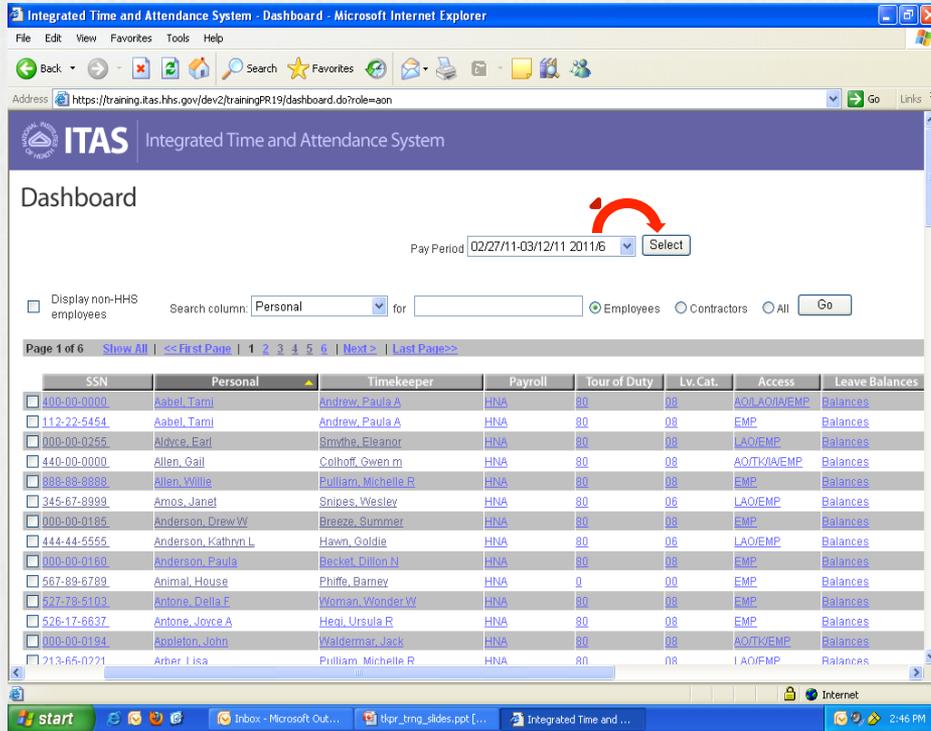
Click “OK” to confirm (save) your changes..

**OR**

Before clicking “OK”; you have the option to turn off the confirmation screen by checking the box for duration of your session.



# Supplements



Integrated Time and Attendance System - Dashboard - Microsoft Internet Explorer

Address: https://training.itas.hhs.gov/dev2/training/PRI9/dashboard.do?role=anon

ITAS Integrated Time and Attendance System

Dashboard

Pay Period: 02/27/11-03/12/11 2011/6 [Select]

Display non-HHS employees

Search column: Personal for [ ]  Employees  Contractors  All [Go]

Page 1 of 6 [Show All] << First Page | 1 2 3 4 5 6 | Next > | Last Page >>

SSN	Personal	Timekeeper	Payroll	Tour of Duty	Lv. Cat.	Access	Leave Balances
<input type="checkbox"/> 490-00-0000	Asher, Tami	Andrew, Paula A	HNA	80	08	AO/LAO/EMP	Balances
<input type="checkbox"/> 112-22-5454	Aabel, Tami	Andrew, Paula A	HNA	80	08	EMP	Balances
<input type="checkbox"/> 000-00-0255	Aldyce, Earl	Smythe, Eleanor	HNA	80	08	LAO/EMP	Balances
<input type="checkbox"/> 440-00-0000	Allen, Gail	Colhoff, Gwen m	HNA	80	08	AO/TK/EMP	Balances
<input type="checkbox"/> 888-88-8888	Allen, Willie	Fullam, Michelle R	HNA	80	08	EMP	Balances
<input type="checkbox"/> 345-67-8999	Amos, Janet	Snipes, Wesley	HNA	80	06	LAO/EMP	Balances
<input type="checkbox"/> 000-00-0185	Anderson, Drew W	Breeze, Summer	HNA	80	08	EMP	Balances
<input type="checkbox"/> 444-44-5555	Anderson, Kathon L	Hawn, Goldie	HNA	80	06	LAO/EMP	Balances
<input type="checkbox"/> 000-00-0180	Anderson, Paula	Beckett, Dillon N	HNA	80	08	EMP	Balances
<input type="checkbox"/> 567-89-6789	Animal, House	Phiffs, Barnev	HNA	0	00	EMP	Balances
<input type="checkbox"/> 527-78-5103	Antone, Della F	Worman, Wonder W	HNA	80	08	EMP	Balances
<input type="checkbox"/> 528-17-6837	Antone, Joyce A	Hegi, Ursula R	HNA	80	08	EMP	Balances
<input type="checkbox"/> 000-00-0194	Appleton, John	Waldemar, Jack	HNA	80	08	AO/TK/EMP	Balances
<input type="checkbox"/> 713-65-0721	Arber, Lisa	Prilliam, Michelle R	HNA	80	08	LAO/EMP	Balances

Select Pay Period

Click on “Select”

Select Employee

Click on Timecard

Make adjustment and/or correction to timecard.

Supplement data appears at bottom of current timecard.



# Supplements continue

An \* appears beside date

Supplement data appears at bottom of timecard.

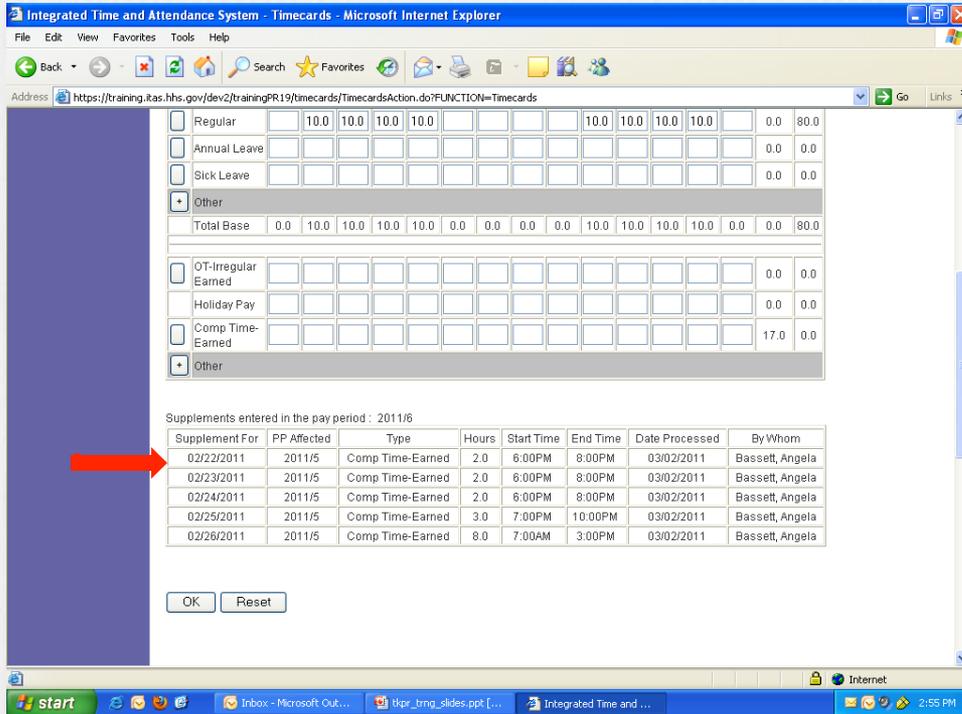
Return to current pay period

At top of timecard screen change pay period dates to current pay period.

Click on “Select”



# Supplement continue –Supplement Data



Supplements entered in the pay period : 2011/6

Supplement For	PP Affected	Type	Hours	Start Time	End Time	Date Processed	By Whom
02/22/2011	2011/5	Comp Time-Earned	2.0	6:00PM	8:00PM	03/02/2011	Bassett, Angela
02/23/2011	2011/5	Comp Time-Earned	2.0	6:00PM	8:00PM	03/02/2011	Bassett, Angela
02/24/2011	2011/5	Comp Time-Earned	2.0	6:00PM	8:00PM	03/02/2011	Bassett, Angela
02/25/2011	2011/5	Comp Time-Earned	3.0	7:00PM	10:00PM	03/02/2011	Bassett, Angela
02/26/2011	2011/5	Comp Time-Earned	8.0	7:00AM	3:00PM	03/02/2011	Bassett, Angela

Supplement data appears at bottom of current timecard.

Click on “Dashboard” to return to your list of employees



# Leave Request

Integrated Time and Attendance System - Leave Requests - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://training.itas.hhs.gov/dev2/trainingPR19/leaverequests.do?role=tn

Timekeeper  
Angela Bassett

ITAS Integrated Time and Attendance System

Employee: Miller, Janet

Personal Payroll Tour of Duty Options Timecard Leave Requests LTP

Start Date  End Date

For partial day leave only,  
Select the Start Time and fill out the Hours or select the Start and End times.

Start Time  :  :  AM  PM

Hours  OR End Time  :  :  AM  PM [Calculate Hours](#)

New Request

Leave type	Balance	Hours	Remark
Annual Leave	264.0	<input type="text"/> 0.0	Projected: 136.0
Sick Leave	1020.0	<input type="text"/> 0.0	
Comp Time	0.0	<input type="text"/> 0.0	

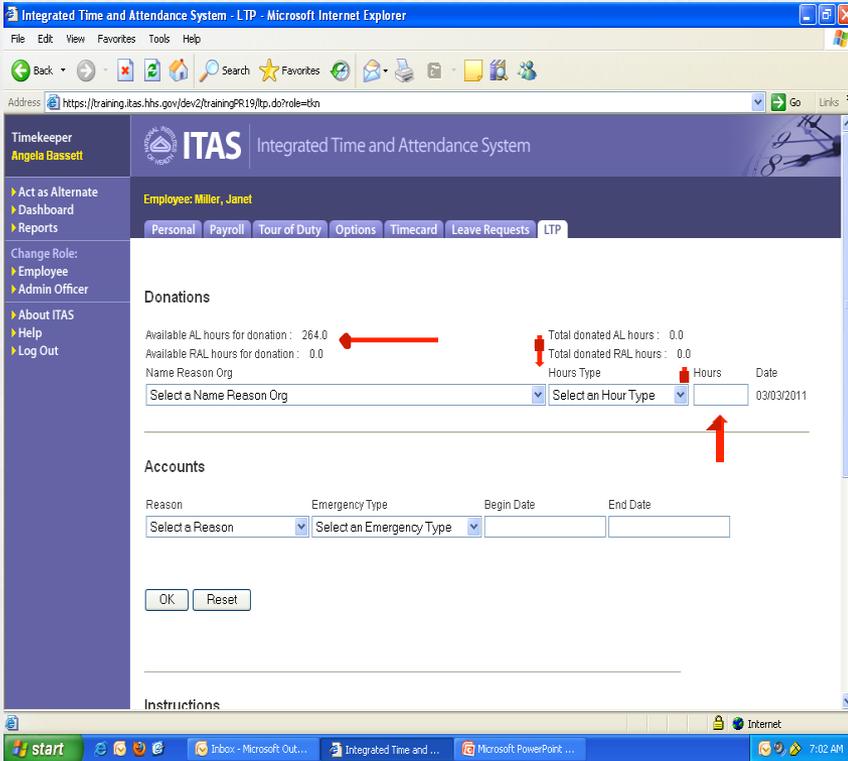
## Leave Request

Sometimes employee may be unable to enter their own leave request and you may be requested to enter an employee leave request for them.

Leave request works the same as if you were requesting your own leave.



# LTP-Donations



Leave Transfer Program – use for **donations** of leave or to setup an employee under a voluntary leave transfer program.

ITAS indicates number of hours available for donation and hours already donated.

Go to section “Donations” – click on down arrow and select employee/reason for whom you wish to donate leave.

Tab to Hours Type – click on down arrow and select type of hours.

Tab to hours – enter number of hours.

Date should default to day of request.

Click ‘OK’



# LTP-New Account

Leave Transfer Program – use for donations of leave and to **setup** an employee under a voluntary leave transfer program.

Go to section “Accounts” – click on down arrow and select reason.

Tab to Emergency Type – click on down arrow and select type of emergency.

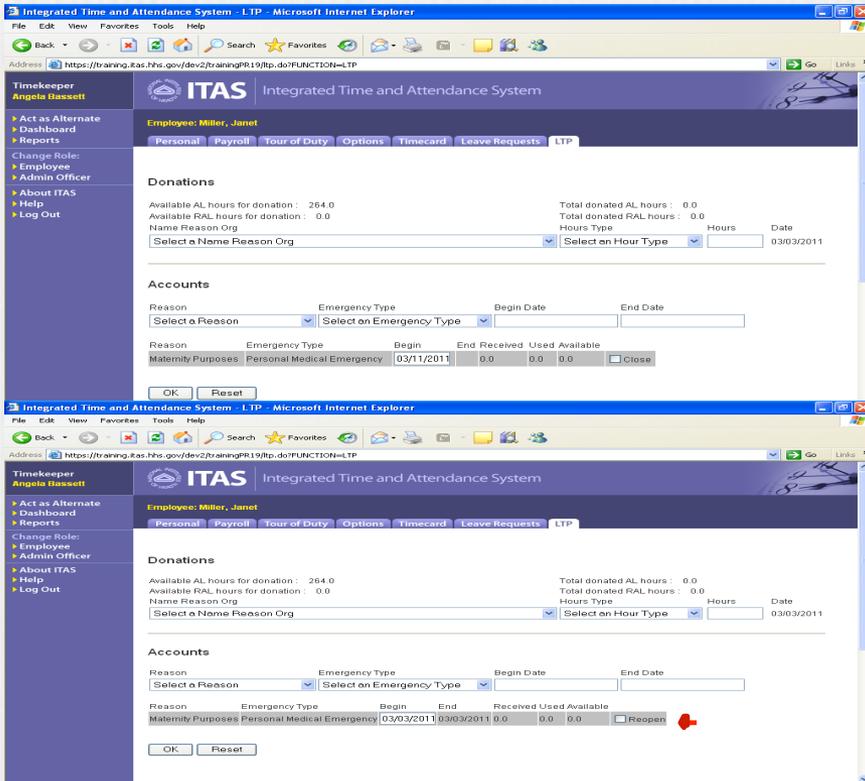
Tab to Begin Date – enter date of emergency.

End Date – this should not be completed until the employee has return to duty full time.

Click ‘OK’



# LTP–New Account Added



New Account has been established for employee.

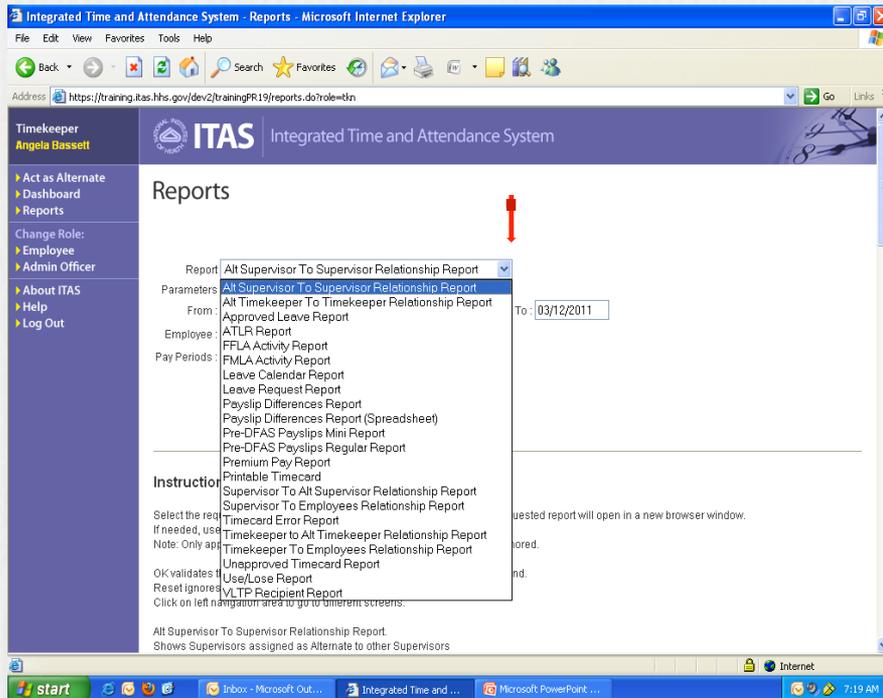
You will see reason, emergency type and begin date. Also see column for end date, Received, Used and Available leave and close box.

Click on the box next to close which will automatically update the end field.

If you close the account by accident it can be reopen by clicking on box next to reopen field.



# Reports



Click on drop down arrow  
Select Report



# Reports continue

Integrated Time and Attendance System - Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://training.itas.nhs.gov/dev2/trainingPRI9/reports.do?role=trn

Timekeeper  
Angela Bassett

ITAS Integrated Time and Attendance System

Reports

Change Role:  
Employee  
Admin Operator  
About ITAS  
Help  
Log Out

Report: Approved Leave Report

Parameters

From: 02/27/2011 To: 03/12/2011

Employee: All Employees

Pay Periods: 02/27/11-03/12/11 2011/6

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.

All Supervisor To Supervisor Relationship Report.  
Shows Supervisors assigned as Alternate to other Supervisors

## Set up Parameters

- Select Date Range
- Select Employee
- Select Pay Period
- Click “OK”

**Note:** For ATLR (Administrative Time and Leave Record) report do **not** select **all** employees .



# Sample Report

Integrated Time and Attendance System - Reports - Microsoft Internet Explorer

Address: <https://training.itas.hhs.gov/dev2/trainingPR19/reports.do?role=tkn>

**Timekeeper**  
Super I. Trainer

**ITAS** Integrated Time and Attendance System

**Reports**

▶ Act as Alternate  
 ▶ Dashboard  
 ▶ Reports  
 Change Role:  
 ▶ Employee  
 ▶ Approving Official  
 ▶ Admin Officer  
 ▶ ITAS Administrator  
 ▶ About ITAS  
 ▶ Help  
 ▶ Log Out

**ATLR Report - Microsoft Internet Explorer**

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

**Administrative Time and Leave Record of Andrew, Paula a. for Leave Year 2011**

SAC Code: HHS /HN92      **ADMINISTRATIVE TIME AND LEAVE RECORD**

Name: Andrew, Paula a      Social Security Number: xxx-xx-xxxx

Tour: 80 hours      Donated Leave:      Annual Carried Over: 240

Leave Period	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	ND PP	OT PP	AL	RAL	E	U	BAL
1 Jan 2 ~ Jan 15																			6		246
2 Jan 16 ~ Jan 29		HOL - 8																	6		252
3 Jan 30 ~ Feb 12																			6		268
4 Feb 13 ~ Feb 26								HOL - 8											6		264
5 Feb 27 ~ Mar 12												AL - 8							6	8	270
6 Mar 13 ~ Mar 26																			6		
7 Mar 27 ~ Apr 9																					

start      Inbox - Microsoft Out...      tkpr\_trng\_slides2.ppt...      Integrated Time and ...      ATLR Report - Micros...      9:26 AM



# HELLP

Contact your ITAS Coordinator.

<http://www.psc.gov/itas/documentation.html>