

ITAS

*REFERENCE
GUIDE -
EMPLOYEE*



June 2011

MANAGING THE BUSINESS OF GOVERNMENT

FORMATS

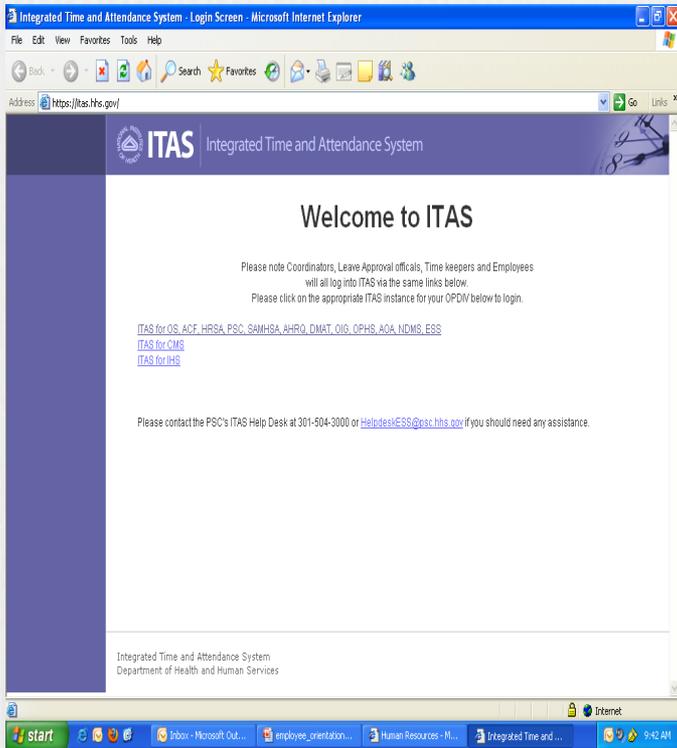
Information can be entered in various places throughout the system.

Unless otherwise noted on the individual screens, the following formats are required:

- Dates must be entered in either MM/DD/YYYY or MM/DD/YY format. Leading zero for single digit months and days may be omitted.
- Times **must** be entered as HH:MM AM/PM. Leading zero for hours may be omitted (i.e. 7:45 am). Default for AM/PM is **AM**. Failure to indicate AM/PM may result in employee being paid incorrectly.
- Numeric input must consist of the numbers 0 through 9 with only one decimal point (if needed).
- Hours are a specific type of numeric. Partial hours must be entered in quarter hour increments of “.15”, “.30”, and “.45”. Trailing zeros can be left off.
- Text fields can normally be any combination of letters, digits and special characters.
- Dropdown lists are used wherever possible. Only entries in the list can be selected.



Log on to Time and Attendance



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

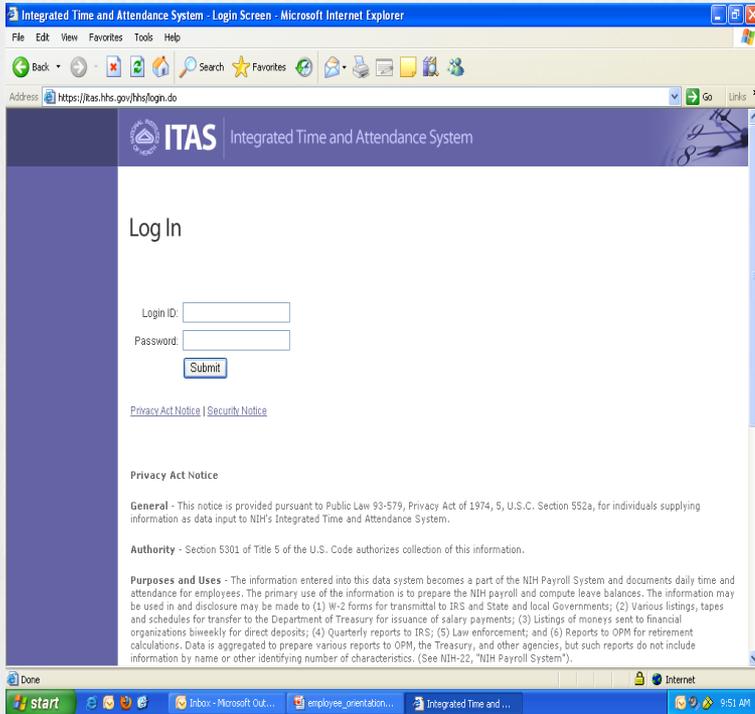
Click on the appropriate ITAS instance for your OPDIV's to login.

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.

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.



Log In ID and Password



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

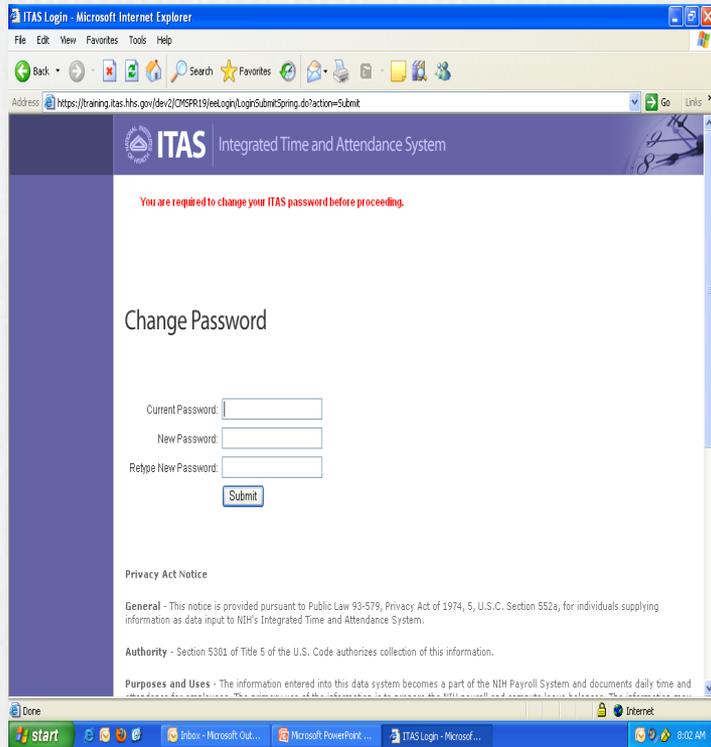
Your ITAS LOGINID is the first letter of your first name, the first and second letter of your last name and last 5 digits of your social security number. i.e. John Doe, SSN:000-07-8999 = jdo78999

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

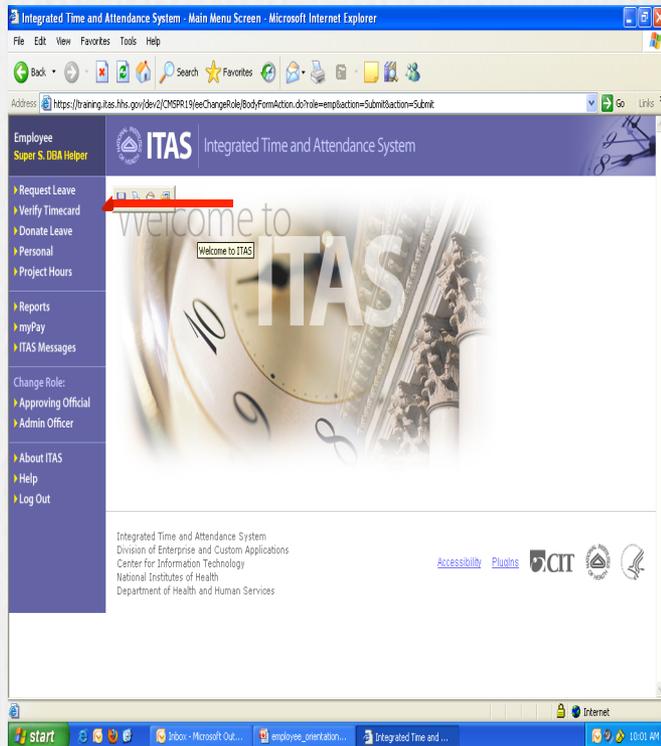
Password must be at least eight characters, but no more than 10 in length and **MUST** contain **all four** of the following four required elements:

- 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



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

The left side panel gives you all options available to you as employee.

Select option you wish to see or perform. (i.e. Request Leave)



Employee Leave Request

Integrated Time and Attendance System - Simple Leave Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://training.itas.hhs.gov/dev2/CMSPR19/employeeleaverequests.do?action=Submit

Request Leave

A field with an asterisk (*) before it is a required field.

*Start Date: End Date:

Leave Type: Annual Leave Type Sick Leave Type Leave Without Pay Type Other Types

For partial day leave only,
Select the start time and enter the number of hours, or select the start and end times.

Start Time

Hour Minute
: 00 AM PM

End Time

Number of Hours:

OR

Hour Minute
: 00 AM PM Calculate Hours

Leave Comments

To process a leave request select the Request Leave option.

Enter the date(s) of your leave. OR Click on Mini calendar next to Start Date or End Date and select date.

Select Leave Type.

If taking a partial day, you will need to Enter the time. *Be sure to click on the AM or PM radio button.*

Enter comments if desired.

Click on “OK” button.



Requesting “Other” leave types

Integrated Time and Attendance System - Simple Leave Request - Microsoft Internet Explorer

Address: https://training.itas.hhs.gov/jdev2/CMSPR19/employeeleaverequests.do?action=Submit

Request Leave

A field with an asterisk (*) before it is a required field.

*Start Date: End Date:

Leave Type: Annual Leave Type Sick Leave Type Leave Without Pay Type **Other Types**

For partial day leave only,
Select the start time and enter the number of hours, or select the start and end times.

Start Time

Hour: Minute: AM PM

End Time

Number of Hours:

OR

Hour: Minute: AM PM [Calculate Hours](#)

Leave Comments

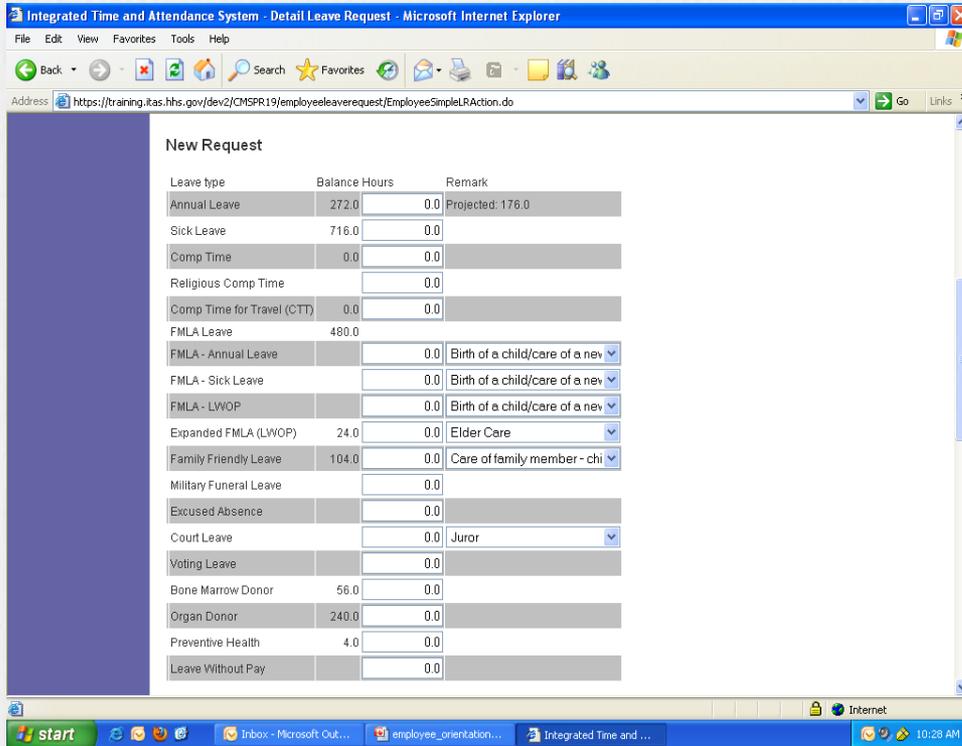
If your desired type is not shown click on **Other Types**.

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.

You will choose “Other Types” to process a request to use two or more leave types of leave in one day.



Enter other leave request type



Integrated Time and Attendance System - Detail Leave Request - Microsoft Internet Explorer

Address: https://training.tas.hhs.gov/dev2/CMSPR19/employeeleave/request/EmployeeSimpleRAAction.do

New Request

Leave type	Balance	Hours	Remark
Annual Leave	272.0	0.0	Projected: 176.0
Sick Leave	716.0	0.0	
Comp Time	0.0	0.0	
Religious Comp Time		0.0	
Comp Time for Travel (CTT)	0.0	0.0	
FMLA Leave	480.0		
FMLA - Annual Leave		0.0	Birth of a child/care of a nev
FMLA - Sick Leave		0.0	Birth of a child/care of a nev
FMLA - LWOP		0.0	Birth of a child/care of a nev
Expanded FMLA (LWOP)	24.0	0.0	Elder Care
Family Friendly Leave	104.0	0.0	Care of family member - chi
Military Funeral Leave		0.0	
Excused Absence		0.0	
Court Leave		0.0	Juror
Voting Leave		0.0	
Bone Marrow Donor	56.0	0.0	
Organ Donor	240.0	0.0	
Preventive Health	4.0	0.0	
Leave Without Pay		0.0	

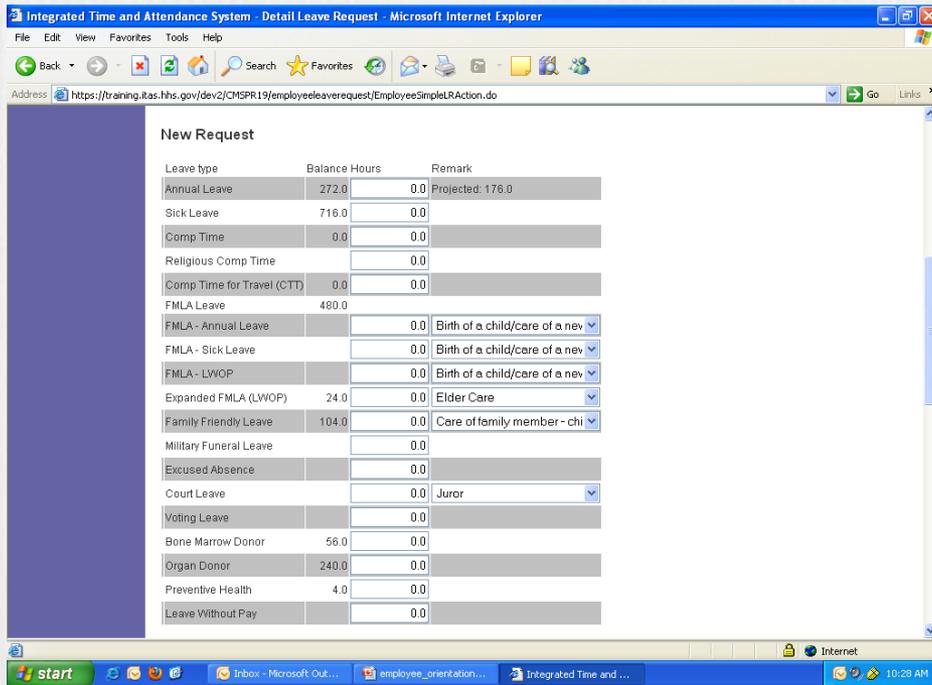
Note the list of “other” leave types.

Please note the balances available to you.

You may select one or more of these options.



Requesting several different types leave



Leave type	Balance Hours	Remark
Annual Leave	272.0 <input type="text"/> 0.0	Projected: 176.0
Sick Leave	716.0 <input type="text"/> 0.0	
Comp Time	0.0 <input type="text"/> 0.0	
Religious Comp Time	<input type="text"/> 0.0	
Comp Time for Travel (CTT)	0.0 <input type="text"/> 0.0	
FMLA Leave	480.0	
FMLA - Annual Leave	<input type="text"/> 0.0	Birth of a child/care of a nev
FMLA - Sick Leave	<input type="text"/> 0.0	Birth of a child/care of a nev
FMLA - LWOP	<input type="text"/> 0.0	Birth of a child/care of a nev
Expanded FMLA (LWOP)	24.0 <input type="text"/> 0.0	Elder Care
Family Friendly Leave	104.0 <input type="text"/> 0.0	Care of family member - chi
Military Funeral Leave	<input type="text"/> 0.0	
Excused Absence	<input type="text"/> 0.0	
Court Leave	<input type="text"/> 0.0	Juror
Voting Leave	<input type="text"/> 0.0	
Bone Marrow Donor	56.0 <input type="text"/> 0.0	
Organ Donor	240.0 <input type="text"/> 0.0	
Preventive Health	4.0 <input type="text"/> 0.0	
Leave Without Pay	<input type="text"/> 0.0	

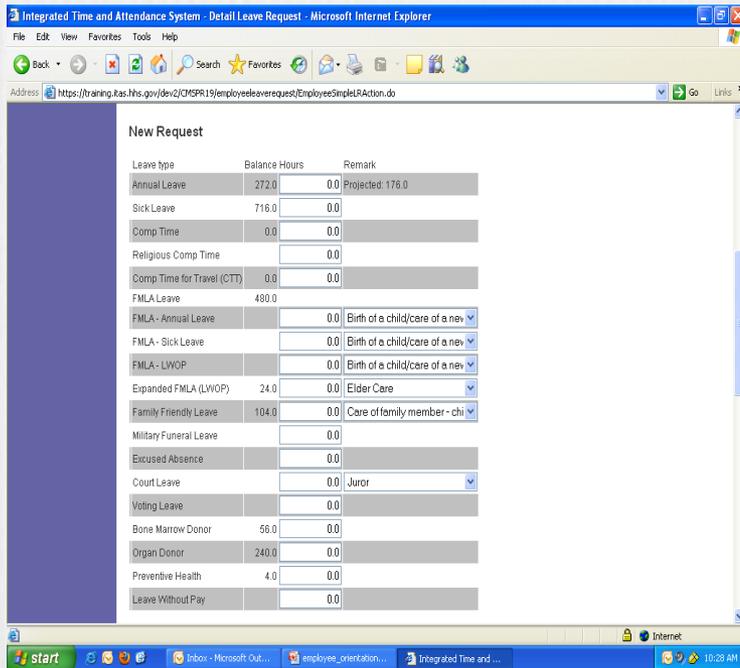
Use the scroll bars to move through leave selections.

Designate the amount of hours in the box located in the middle for each type of leave. (i.e. you can use combination of AL, SL and FLMA)

Click “OK” button.



Requesting FMLA or FFL



Note for FMLA & FFL remarks are next to leave hours box.

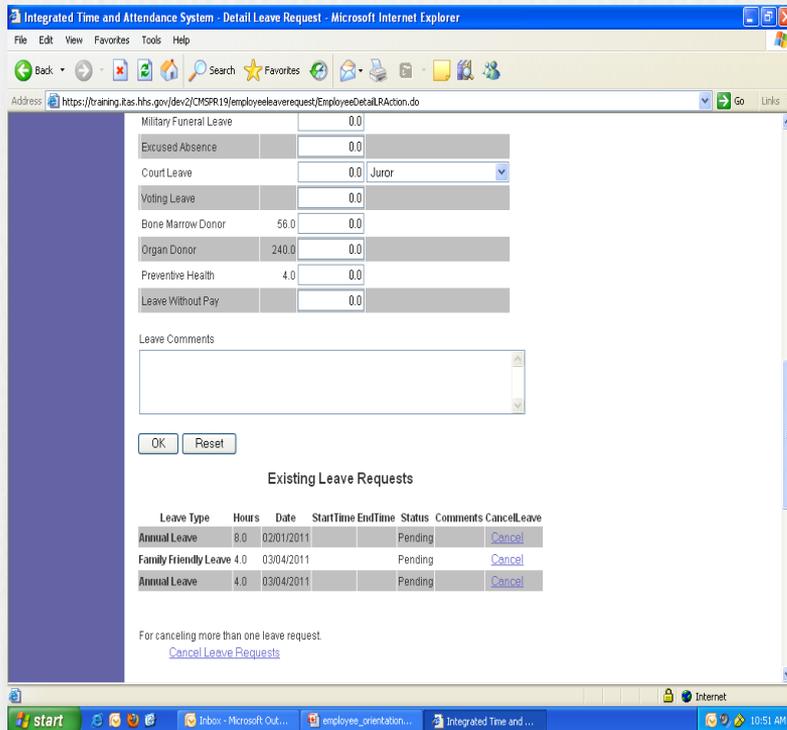
You must also select remark for FMLA and FFL using the down arrow to view the different remarks that can be used when requesting this type of leave.

Enter number hours and choose remarks.

Click “OK” to process.



Request Successful



Existing Leave Requests

Leave Type	Hours	Date	StartTime	EndTime	Status	Comments	Cancel
Annual Leave	8.0	02/01/2011			Pending		Cancel
Family Friendly Leave	4.0	03/04/2011			Pending		Cancel
Annual Leave	4.0	03/04/2011			Pending		Cancel

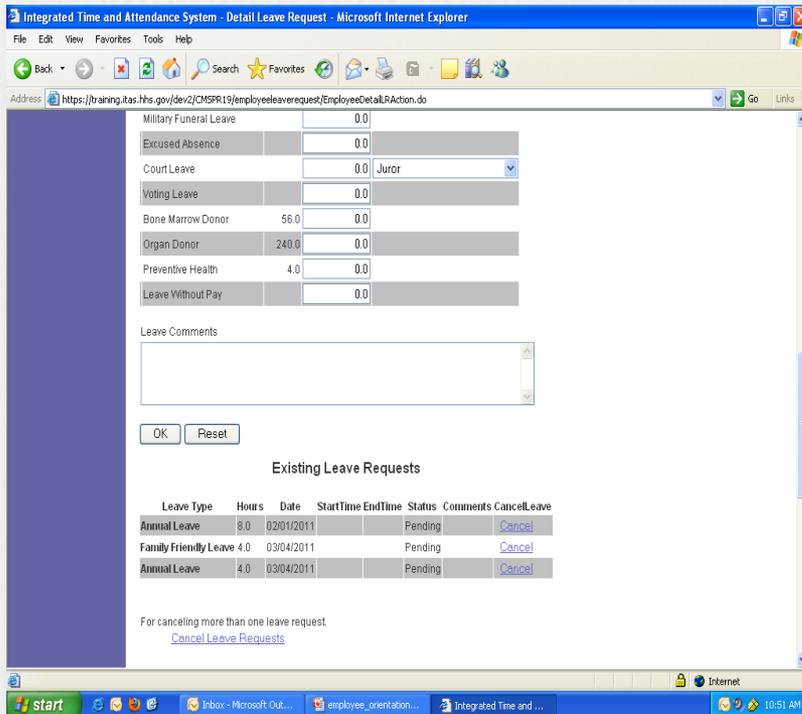
For canceling more than one leave request.
[Cancel Leave Requests](#)

Once you have entered the leave request and click “OK” to process; the leave request appears under “Existing Leave Requests” at bottom of screen.

At this time an email is being sent automatically to your approving official notifying him/her of your request to use leave.



View or Delete Existing Leave Requests



Integrated Time and Attendance System - Detail Leave Request - Microsoft Internet Explorer

Address: https://training.itas.hhs.gov/dev2/CMSPR19/employeeleave/request/EmployeeDetailAction.do

Military Funeral Leave	0.0	
Excused Absence	0.0	
Court Leave	0.0	Juror
Voting Leave	0.0	
Bone Marrow Donor	56.0	0.0
Organ Donor	240.0	0.0
Preventive Health	4.0	0.0
Leave Without Pay	0.0	

Leave Comments

OK Reset

Existing Leave Requests

Leave Type	Hours	Date	StartTime	EndTime	Status	Comments	Cancel
Annual Leave	8.0	02/01/2011			Pending		Cancel
Family Friendly Leave	4.0	03/04/2011			Pending		Cancel
Annual Leave	4.0	03/04/2011			Pending		Cancel

For canceling more than one leave request
[Cancel Leave Requests](#)

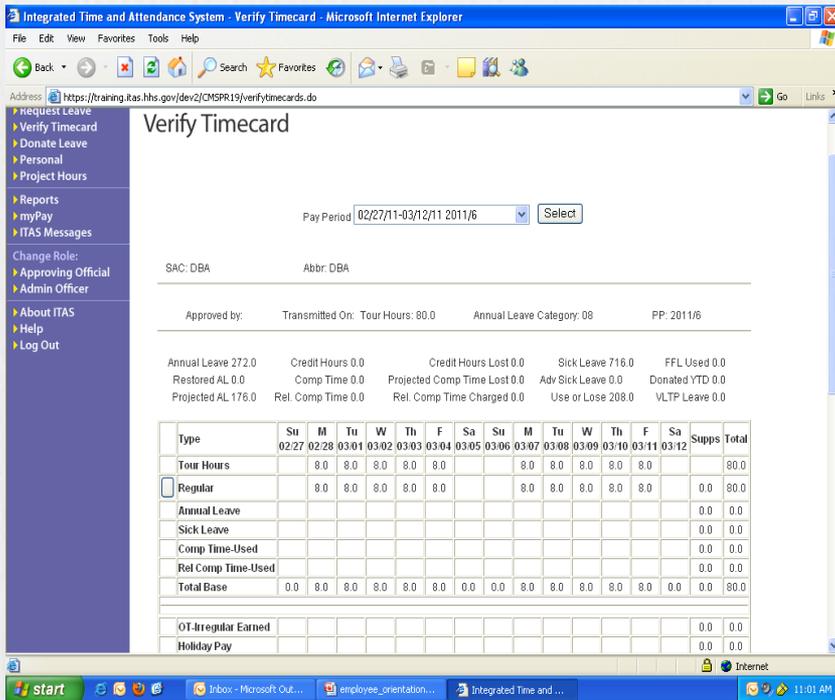
You may view or delete a leave request from this option.

Select Leave Request then scroll to bottom of the screen to view or cancel “Existing Leave request.” Your leave requests will be displayed. Click on cancel next to leave request and the leave request is deleted.

An Email is automatically sent to your Approving Official notifying him/her of deleted leave request.



Verify Employee Timecard-OPTIONAL



The screenshot shows the 'Verify Timecard' page in the Integrated Time and Attendance System. The browser address bar shows the URL: https://training.itas.hhs.gov/dev2/CMSPR19/verifytimecards.do. The page title is 'Verify Timecard'. A 'Pay Period' dropdown menu is set to '02/27/11-03/12/11 2011/6' with a 'Select' button next to it. Below this, the user's role is listed as 'SAC: DBA' and 'Abbr: DBA'. There are fields for 'Approved by:', 'Transmitted On:', 'Tour Hours: 80.0', 'Annual Leave Category: 08', and 'PP: 2011/6'. A summary section lists various leave and time categories with their respective values, such as 'Annual Leave 272.0', 'Credit Hours 0.0', 'Sick Leave 716.0', and 'Total Base 0.0'. At the bottom, there is a table showing timecard details for each day of the week.

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Supps	Total
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	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

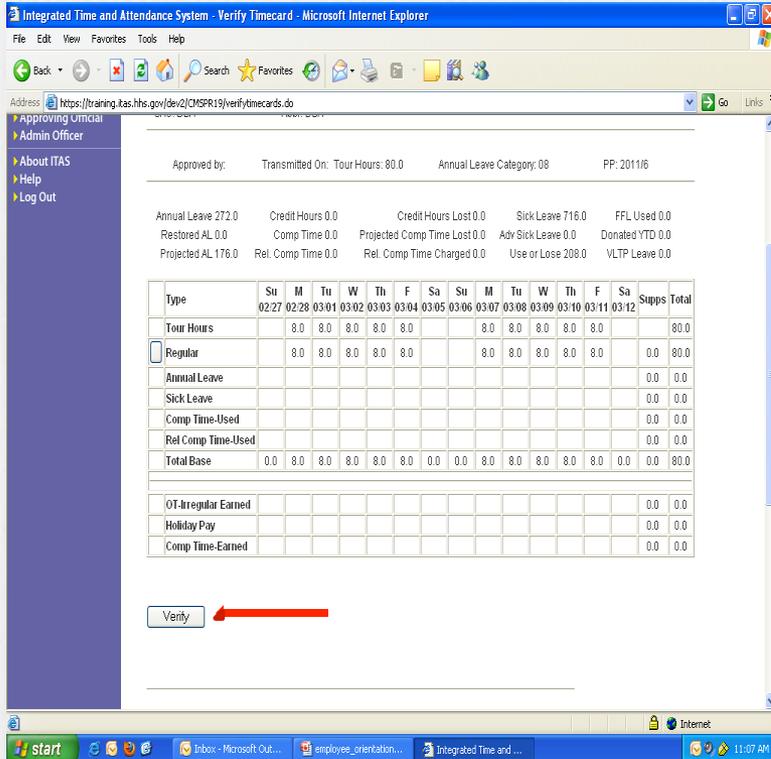
Verifying your timecard is OPDIV specific. Please check with your Approving Official to see if this required.

Timecard is for current pay period. To verify a previous pay period select the appropriate pay period and click on Select.

This option can also be used to view timecards.



Verify Timecard



Check information on timecard.

IF CORRECT

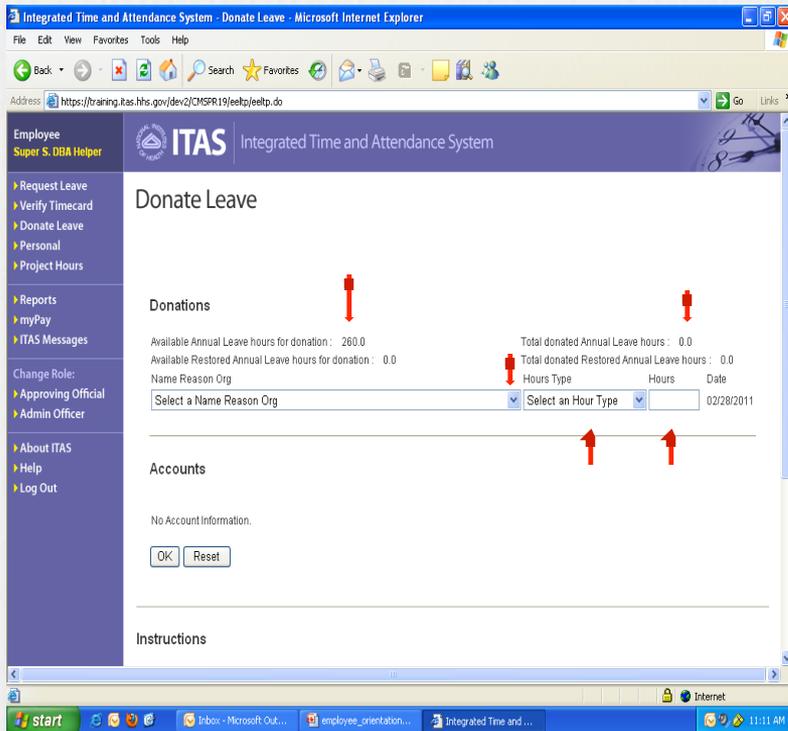
Scroll to bottom of screen to click on “Verify”.

Timecard is now marked as verified.

Please note that verification of timecard does not send it for payment it **MUST** be approved first. Once approving official has approved the timecard at the end of pay period it will be process for payment.



Donate Leave



To donate leave select the **Donate Leave** option.

The top of screen indicates number of annual leave hours available and hour donated year to date.

Select Recipient from drop down list.

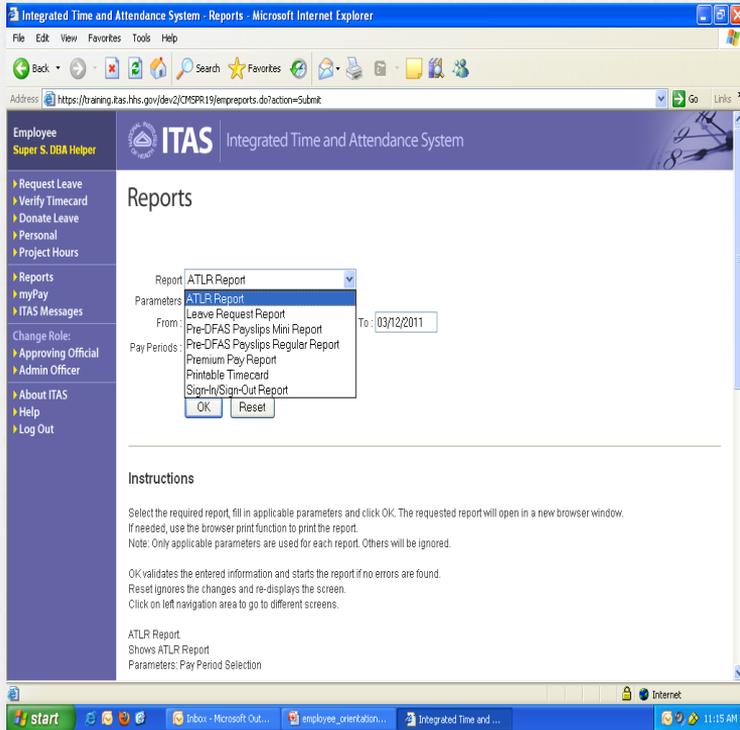
Select Hours Type

Enter Number Hours you wish to donate.

Click on **OK** to process.



REPORTS



View available reports.

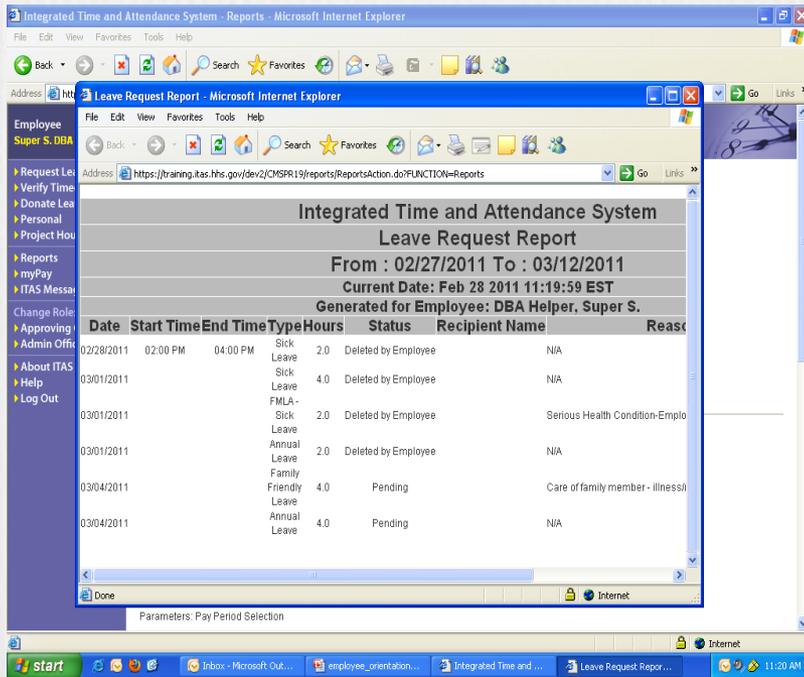
Use this option to view your Administrative Time and Leave Record, Leave Request and printable timecard, etc.

Set the parameters for the desired reporting time.

Click “OK” to process your request.



Leave Request Report



To check your leave requests. Select the “Leave Request Report” option. Enter the dates (or pay Period beginning and ending dates) you want to view.

Click OK to process.

The leave report will show all leave for the date range you selected and the status of each leave request .



Frequently Asked Questions

Q. What if I forget my password?

A. Contact your Timekeeper or ITAS Coordinator to reset your password.

Q. What is my Logon ID?

A. Your Logon ID is your LAN ID which is assigned by ITAS and it is a combination of your name and Social Security Number. It is the first letter of your first name, the first and second letter of your last name and the last 5 digits of your SSN. (i.e. Mary Smith, SSN: 000-01-0001 LAN ID would be msm10001)

Q. What if I come into work and don't used the leave posted to time card. How do I delete the leave?

A. You will need to inform your timekeeper who can remove unused leave from the timecard.



HELP

Contact your ITAS Coordinator
or Timekeeper.

