



Integrated Time and Attendance System (ITAS) Timekeeper User's Manual

2011

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About This Manual

The ITAS Timekeeper User Manual explains the functionality and operation of the Integrated Time and Attendance System. It is designed to give you an overview of the most commonly used screens and functions in ITAS.

This manual contains instructions on *how to use ITAS*. It does *not contain detailed rules and regulations* on the various Leave Types, Tours, Processes, Procedures, etc., unique to your OPDIV. That information should be obtained from appropriate personnel or documents.

Roles

Employee (Federal Employees)

All Federal employees in ITAS are defined as employees (EMP). The EMP role allows you to perform the following functions:

- Request Leave
- Verify Your Timecard
- Sign In/Sign Out (This function will not be used by HHS)
- Donate Leave
- View Your Personal Information
- Request Tour of Duty Changes
- Execute Reports
- View Payroll Information via the myPay link (this is not a part of ITAS)

Contractor (Non-Federal Employees) – OPDIV Specific

The Contractor role allows you to perform the following functions:

- View Your Personal Information

Leave Approving Official (LAO)

The LAO role allows you to perform the following functions:

- Approve Leave Requests
- Approve Timecards
- Approve For (Act As) Other LAOs
- Approve Tours
- Designate Alternates
- Execute Reports

Timekeeper

The Timekeeper role allows you to perform the following functions:

- Act As Alternate
- Modify the following Employee related information:
 - Personal
 - Payroll
 - Tour of Duty
 - Options
 - Timecard
 - Leave Requests
 - LTP
 - Execute Reports

Administrative Officer

The Administrative Officer (AO) role allows you to perform the following functions:

- Modify the following Employee related information:
 - Personal
 - Payroll
 - Tour of Duty
 - Options
 - Leave Balances
 - Timecard
 - Leave Requests
 - LTP
 - Relationships
- Execute Reports
- Add New Employees
- Add New Contractors
- Add New Organizations

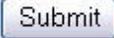
ITAS Administrator (THIS ROLE IS MAINTAIN AT HHS/Division of Enterprise Systems Operations Management/HR Enterprise Systems Management, Silver Spring Centre.)

Common Features

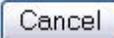
ITAS is a Timekeeping by Exception system. That means that as an Employee, once you have been set up in the system and do not use leave or earn premium pay, you really don't have to do anything other than Verify your timecard (if required) at the end of each pay period. There are some things common to all ITAS screens. These are outlined below so they don't need to be repeated for each screen or for each Role.

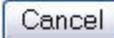
Actions

There are several buttons, indicators and areas in the ITAS screens that have the same meaning regardless of what screen they are on.

 • Validates any changes on the screen and either shows an informational message if there are errors, or sends the changes to be applied.

 • Same as 

 • Ignores any screen changes and re-displays the information last saved in the system.

 • Same as 

* Or * the "*" asterisk next to an enterable field means it is required.

- **Name: Field is Required** A bolded message below the screen title gives more information on the first error on the screen (if applicable).

- * **!** Or * The "!" bolded exclamation point next to an enterable field means it needs to be corrected. More information on the error may be contained in the message below the screen title.

Abbreviations

Several abbreviations are used throughout this manual and within ITAS:

- AO, Administrative Officer (ITAS Coordinator)
- CON, Contractor (OPDIV Specific)
- EMP, Federal Employee
- LAO, Leave Approving Official
- LR, Leave Request
- TC, Timecard
- TK, Timekeeper

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 zeros for single digit months and days may be omitted.
- Times must be entered as HH:MM AM/PM. Leading zeros for hours may be omitted. 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). A plus or minus sign may also be used if needed. **Do not** use commas, dollar signs, spaces, or any other special characters.
- 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.

Screen Layout

All the ITAS screens are laid out as diagrammed below. Each section contains similar information as outlined

The screenshot shows the ITAS (Integrated Time and Attendance System) interface. The top header includes the user's name 'Sally L. Trainer' and the system title 'ITAS Integrated Time and Attendance System'. A left navigation menu lists various options like 'Request Leave', 'Verify Timecard', and 'Reports'. The main content area is titled 'Request Leave' and contains form fields for 'Start Date', 'End Date', 'Leave Type' (with radio buttons for Annual, Sick, and Leave Without Pay), and 'Number of Hours'. Below this is a 'Leave Comments' text area and 'OK'/'Reset' buttons. A section titled 'Existing Leave Requests' shows 'There are no existing requests'. At the bottom, an 'Instructions' section provides guidance on how to use the system. Callouts identify the 'Identification' (top header), 'Title' (main heading), 'Body' (main content area), 'Navigation' (left menu), and 'Help' (instructions section).

- Identification contains the logged in user's role and name.
- Left Navigation area is the main navigation. Each entry is an active link to a different screen. As an employee can have more than one role, the left navigation allows the user to change roles.
- Title contains the name of the current screen.
- Body is the main section of the screen where information is shown and can be changed. It also contains the action buttons for the screen.
- Help contains instructions on how to use the current screen. As previously mentioned, the Help section has been deleted from most of the screen shots in this manual.

Confirmation Screen

After AO and TK actions that request changes to data, the Confirmation Screen appears. Click OK to accept the changes or Cancel to disregard them. You can also check the box at the bottom *before* clicking OK to stop the Confirmation Screen from coming up after every change.



Check here to automatically save without displaying confirmation for the duration of the session.

Logging On to ITAS:

1. Click on the Internet Explorer icon on your desktop. This will take you to your Home page.
2. Enter the following URL: <https://itas.hhs.gov>
3. Under the **Integrated Time and Attendance System (ITAS)** click on the appropriate link for your OPDIV to get to your logon screen.
4. **Enter** your ITAS **LOGIN ID*** and press the tab key – or click on password field.
5. Enter your password and press the enter key – or click the **Submit** button.
 - The first time you log on to ITAS, you will be forced to change your password. Change it to something you will remember. The password is “**case sensitive**”. Passwords must be eight to ten characters in length and must contain **all four** required elements: a Capital letter, a lower case letter, a number and at least one Special character (Example: @ # \$ % & *)
 - Once logged on, you will see the main menu. You will have access only to those roles to which you have been assigned.
 - Go to “Change Role”, click on Timekeeper.

*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 (SSN). (i.e. John Doe, SSN: 999-27-3364 – LAN ID = jdo73364)

Logging Off- ITAS:

On the menu, click “**Logout**”.

Log In

Enter your ITAS Login ID (as assigned) and your password and click Submit to access the application.

ITAS Login screen

 **ITAS** Integrated Time and Attendance System

Log In

Login ID:

Password:

[Privacy Act Notice](#) | [Security Notice](#)

Privacy Act Notice

General - This notice is provided pursuant to Public Law 93-579, Privacy Act of 1974, 5, U.S.C. Section 552a, for individuals supplying information as data input to NIH's Integrated Time and Attendance System.

Authority - Section 5301 of Title 5 of the U.S. Code authorizes collection of this information.

Purposes and Uses - The information entered into this data system becomes a part of the NIH Payroll System and documents daily time and attendance for employees. The primary use of the information is to prepare the NIH payroll and compute leave balances. The information may be used in and disclosure may be made to (1) W-2 forms for transmittal to IRS and State and Local Governments; (2) Various listings, tapes and schedules for transfer to the Department of Treasury for issuance of salary payments; (3) Listings of moneys sent to financial organizations biweekly for direct deposits; (4) Quarterly reports to IRS; (5) Law enforcement; and (6) Reports to OPM for retirement calculations. Data is aggregated to prepare various reports to OPM, the Treasury, and other agencies, but such reports do not include information by name or other identifying number of characteristics. (See NIH-22, "NIH Payroll System").

Effects of Nondisclosure - Failure to supply the information could prevent NIH from compensating said employee.

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Security Notice - April 1998

WARNING

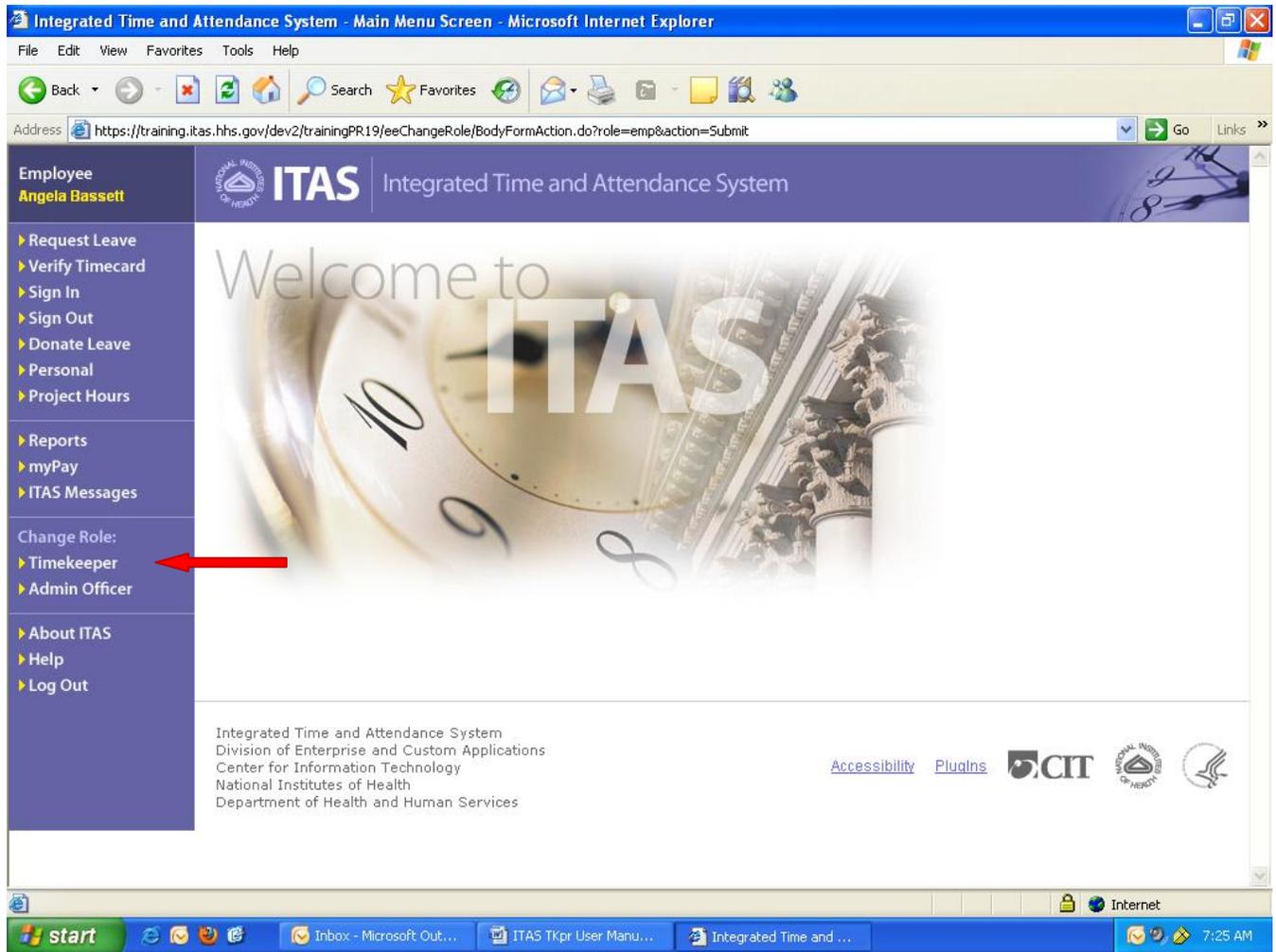
This is a U.S. Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this System. While all information on government computers is subject to monitoring by authorized personnel, staff should continue to take appropriate security precautions (e.g., encryption) for sensitive data, such as patient information.

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Integrated Time and Attendance System
Center for Information Technology
National Institutes of Health
Department of Health and Human Services

ITAS Main Menu Screen



Change Role – click on Timekeeper

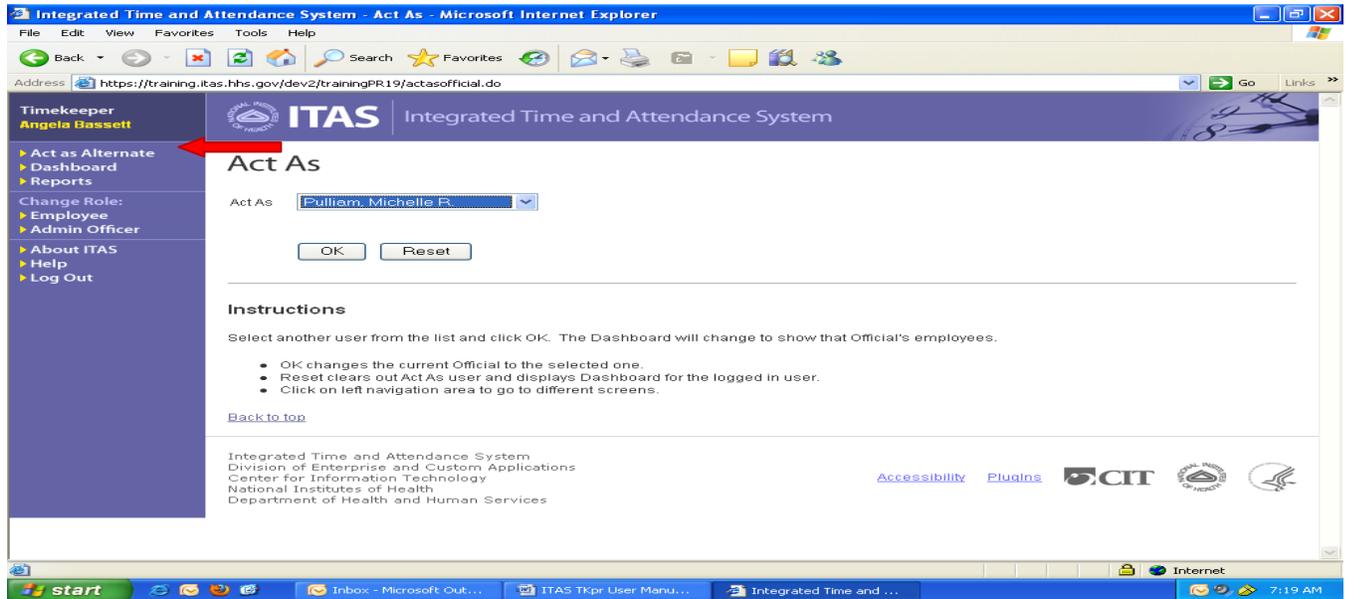
Timekeeper Actions

The following screens and functions are available to all employees and contractors when signed on under the Timekeeper (TK) role. The same screens and functions are available when you are “Acting As” an alternate TK.

Act as Alternate

Clicking the Act as Alternate link on the left navigation area displays the Act as Alternate screen. The drop down list shows the names of TKs that your AO has assigned you as an alternate.

Act as Alternate screen

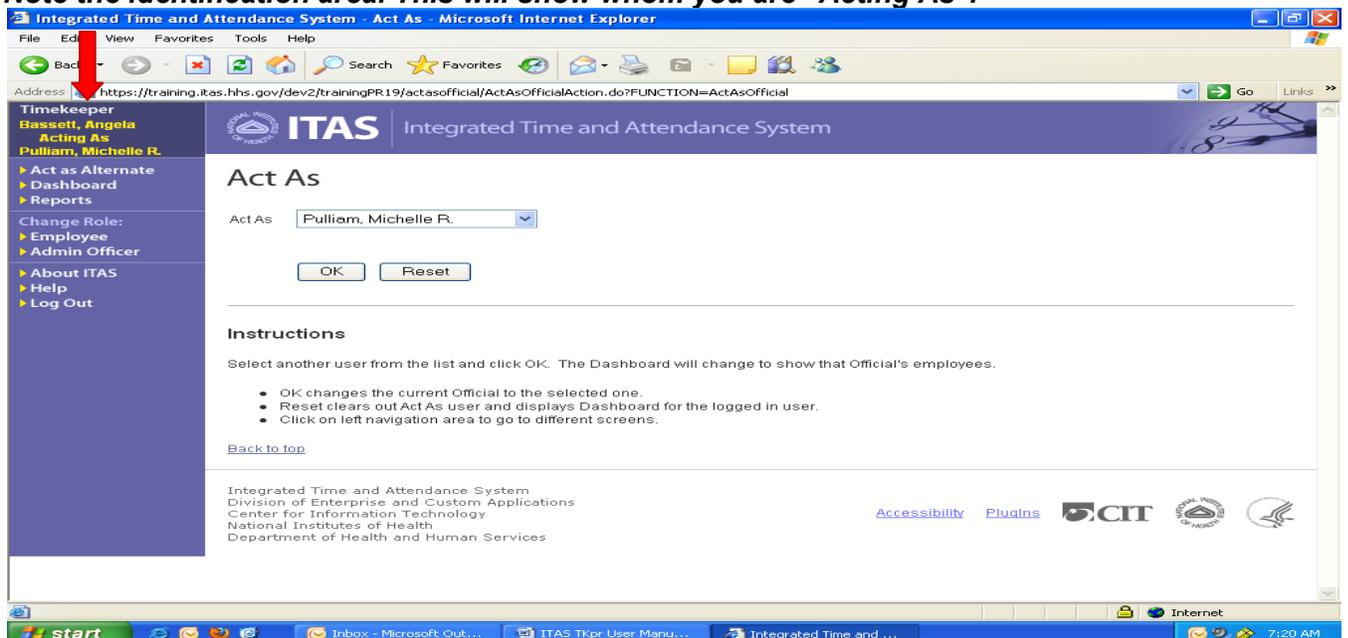


Act as an Alternate TK

- Select the alternate from the dropdown list
- Click OK.

Act as Alternate, “Acting As” screen

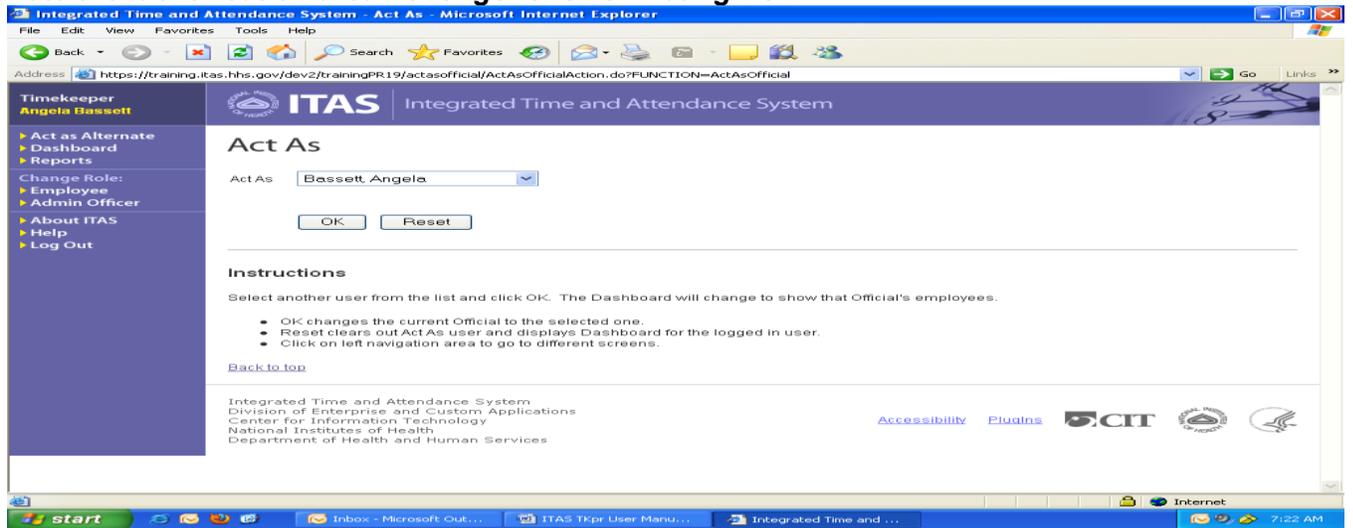
Note the identification area. This will show whom you are “Acting As”.



Act as yourself

- Select your name from the dropdown list
- Click OK.

Note the identification area no longer shows “Acting As”.



The screenshot shows a web browser window titled "Integrated Time and Attendance System - Act As - Microsoft Internet Explorer". The address bar contains the URL: <https://training.itas.hhs.gov/dev2/trainingPR19/actasofficial/ActAsOfficialAction.do?FUNCTION=ActAsOfficial>. The page header includes the ITAS logo and the text "Integrated Time and Attendance System".

On the left side, there is a navigation menu for "Timekeeper Angela Bassett" with the following options:

- Act as Alternate
- Dashboard
- Reports
- Change Role:
- Employee
- Admin Officer
- About ITAS
- Help
- Log Out

The main content area is titled "Act As" and features a dropdown menu labeled "Act As" with "Bassett, Angela" selected. Below the dropdown are two buttons: "OK" and "Reset".

Underneath, there is an "Instructions" section:

Select another user from the list and click OK. The Dashboard will change to show that Official's employees.

- OK changes the current Official to the selected one.
- Reset clears out ActAs user and displays Dashboard for the logged in user.
- Click on left navigation area to go to different screens.

A "Back to top" link is provided below the instructions.

At the bottom of the page, there is a footer with the following text:

Integrated Time and Attendance System
Division of Enterprise and Custom Applications
Center for Information Technology
National Institutes of Health
Department of Health and Human Services

Links for "Accessibility" and "Plugins" are also present, along with logos for "CIT" and the Department of Health and Human Services.

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Out..., ITAS Tkpr User Manu..., Integrated Time and ...), and the system tray with the time 7:22 AM.

Dashboard

Clicking the Dashboard link on the left navigation area displays the Dashboard screen. This screen serves as entry points to all of the screens that pertain to the employees for whom you are responsible. Each column displays the relevant information and is an active link to the screen associated with that information. The Dashboard also has buttons to directly generate selected reports.

Dashboard screen

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"/> Castle, Rexanne	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 I.	Trainer, Super I.	HNA000	80.0	04	EMP	No Timecard
<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.	HANOJ	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	No Timecard
<input type="checkbox"/> Trv, Theresa	Trainer, Super I.	HNA	80.0	04	EMP	UnApproved
<input type="checkbox"/> Zimbalist, Darryl	Trainer, Super I.	HNA	80.0	08	EMP	N/A

Set the current pay period

- Select the pay period from the dropdown.
- Click Select.
- The screen is refreshed with information from the selected pay period.

Display non-HHS employee (LTP Donors/Recipients) in the Dashboard list

- Check the box
- Click GO.
- The screen is refreshed with the non-HHS employees displayed.

Search for a specific value in a column

- Select the column name from the dropdown.
- Enter the value to search in the "For" text box.
- Click GO.
- The screen is refreshed with the page where the searched for data is found.

Go to specific screens

- Click on the value associated with the screen and employee
- The requested screen is displayed.

Employee Profile

The ITAS Coordinator and the Timekeeper can modify employee's profile.

Modify Profile: To update information for existing employees.

1. From the Dashboard
2. To select employee, click on the employee name or employee SSN.
3. You will see first tab "Personal"
4. From the Dashboard to modify information, click on one of the following headings:
 - Personal – Employee Name
 - Payroll - Admin Code
 - Tour of Duty – Hours
 - Access (Options) – Emp

NOTE: Clicking on the TAB (i.e. Personal, etc) at the top of Dashboard will only change the order of employees name from descending to ascending order.

5. You must delete the old information before entering new information in a text box. **Click** on the field where you want to delete information and **tap** the **delete** key until information is deleted. **Type** in the new data or **Highlight** information in field and type new data.
6. Once you are in employee profile, you can **click** on the tabs at top of the page to move from one section to another.
7. **Click** on the "**OK**" button to accept changes.
8. You will see a **confirmation screen.....click "OK"**. You also have the option at this time to click on the **box** to turn off the screen, if you do not want to see the confirmation screen each time you make a change for the rest of the session.

Personal

Accessing an EMP's Personal information can be performed by one of the following actions:

- Clicking the EMP's name in the Personal column of the Dashboard
- Clicking the LAO's name in the LAO column of the Dashboard
- Clicking the Personal tab after leaving the Dashboard

The Personal screen for the employee is used to change the employee's basic information that is stored in ITAS. **Note that this information is not pay period specific.**

Personal screen

Integrated Time and Attendance System - Personal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://training.itas.hhs.gov/dev2/trainingPR19/personal.do?FUNCTION=Personal&LANID=DSU65428

Timekeeper: Angela Bassett

Employee: Summer, Donna

Personal Payroll Tour of Duty Options Timecard Leave Requests LTP

SSN: 652365428 LAN ID: DSU65428

Last Name: Summer * First Name: Donna * Initial: []

Agency Code: HHS * SAC Code: HNA *

Leave Approving Official: Trainer, Super I. *

Timekeeper: Bassett, Angela *

Email Address: Donna.Summer@ihs.gov

New Password: [] Retype New Password: []

FLSA Employee:

OK Reset

Change Employee Password

Change Password: If employee forgets his/her ITAS Password, you must reset or change the password. When doing so, you should use a generic password and advise the employee of his/her new password. Once change, the employee will be required to change it again to his/her choice when logging into ITAS.

Reminder: Password must be at least eight character, but no more than ten 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 (Examples: ! @ # \$ % & *).

- On the dashboard, find the appropriate employee and click on their Name or LAO information to get to the personal screen.
- Type in "generic password"
- Click **OK** to accept changes or **Reset** to ignore.
- Click on **Dashboard** to **close** profile.
- **Notify employee** of the new password.

Payroll

Clicking the value in the Payroll column of the Dashboard or clicking the Payroll tab displays the Payroll screen for the employee and pay period. This screen is used to change the employee's information specific to pay and service dates.

TK Payroll screen for Federal Employees

The screenshot shows the ITAS (Integrated Time and Attendance System) Payroll screen for a Federal Employee. The browser window title is "Integrated Time and Attendance System - Payroll - Microsoft Internet Explorer". The address bar shows the URL: <https://training.itas.hhs.gov/dev2/trainingPR19/payroll.do?role=aon>. The page header includes the ITAS logo and the text "Integrated Time and Attendance System". The user is logged in as Admin Officer Angela Bassett. The employee name is Sumner, Donna. The screen has several tabs: Personal, Payroll (selected), Tour of Duty, Options, Leave Balances, Timecard, Leave Requests, LTP, and Relationships. The Payroll tab is active, showing a form with the following fields: Enter On Duty Date (07/05/2007), Service Computation Date (07/05/2007), Separation Date (empty), Status (Active), SAC Code (HNA), Common Act No. (1J987654), Approving Official (Trainer, Super), Timekeeper (Bassett, Angela), Pay Basis (Annually), Type (General Schedule), Pay Plan (GS-General Schedule), Type of Appointment (Temporary), Military Status (None), Remarks (empty), and Special FMLA (checkbox). There are OK and Reset buttons at the bottom of the form. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 9:11 AM.

Change an employee's payroll information

- On the dashboard, find the appropriate employee and click on their Payroll information to get to the Payroll screen.
- Overtyping and/or selecting the information to change.
- **“Special FMLA”** box (in reference to eligibility for FMLA) - check box if employee is a full-time or part-time employee and has completed at least 12 months or 1250 hours of service (not required to be 12 recent or consecutive months).
- Click OK to accept changes or Reset to ignore.

Add Separation Information for Employee

The ITAS Coordinator and Timekeeper can add separation information for employees.

Add Separation Information: USE ONLY IF EMPLOYEE HAS SEPARATED FROM YOUR OPDIV, HHS, or the FEDERAL GOVERNMENT.

NOTE: Employees who are moving within the same OPDIV should not have a separation date in this field. Timekeepers should transfer their record to the new timekeeper in their OPDIV.

1. From Dashboard
2. To select an employee, click on box next to employee name and then scroll over to **Payroll TAB** and click on Admin code. **OR** you can **click** on employee name, which will take you to the “*Personal*” screen of the profile. Then click on “**Payroll**” tab.
3. **Click** on the **Separation Date** field and enter employee’s separation date.

The screenshot shows the ITAS Payroll screen for employee Jackie Black. The interface includes a navigation menu on the left with options like 'Act as Alternate', 'Dashboard', and 'Reports'. The main content area displays the 'payroll' tab with various fields for employee information. A red arrow points to the 'Separation Date' field, and another red arrow points to the 'Remarks' field drop-down arrow. The 'Enter On Duty Date' is set to 05/20/2001, and the 'Status' is Active. The 'SAC Code' is HNA, and the 'Common Acct No' is 18321401. The 'Pay Basis' is Annually, and the 'Type' is General Schedule. The 'Pay Plan' is GS-General Schedule, and the 'Type of Appointment' is Permanent. The 'Military Status' is None. The 'Remarks' field has a drop-down arrow next to it. The 'Special FMLA' checkbox is unchecked. The 'OK' and 'Reset' buttons are at the bottom of the form.

4. Click on the **Remarks** field drop down arrow and **click** on the appropriate remark.
5. Click “**OK**” to save your changes.
6. Click on the “Dashboard” to close profile.

REMINDER: Separation takes effect at the close of business (COB) on date of separation. In you enter a separation date in the current pay period, ITAS will automatically remove the work or leave hours for all the days after the separation date.

Tour of Duty

Accessing an employee's Tour of Duty information can be performed by one of the following actions:

- Clicking the value in the Tour of Duty column of the Dashboard
- Clicking the Tour of Duty tab after leaving the Dashboard

The Tour of Duty screen is displayed for the EMP's and Pay Period. This screen is used to set up all information about the employee's current and future Tours of Duty.

Tour of Duty screen

The screenshot shows the 'Tour of Duty' screen in the Integrated Time and Attendance System. The browser window title is 'Integrated Time and Attendance System - Tour Of Duty - Microsoft Internet Explorer'. The address bar shows the URL: <https://training.itas.hhs.gov/dev2/trainingPR19/tourofduty.do?role=trn>. The page has several tabs: Personal, Payroll, Tour of Duty (selected), Options, Timecard, Leave Requests, and LTP. A left sidebar contains navigation links: Reports, Change Role (Employee, Admin Officer), About ITAS, Help, and Log Out.

The main content area contains the following fields and options:

- Pay Period: 02/27/11-03/12/11 2011/6 (with a 'Select' button)
- Tour Type: Flexible Work Schedule (with a 'Go' button)
- Earn Credit Hours:
- Term Type: Full-Time
- Tour Hours: 80.0
- Last Tour of Duty Change: 2007/26
- Next Tour of Duty Change: 02/27/11-03/12/11 2011/6
- Changes in Future Tour of Duty: None
- Special Pay Rate: None
- Shift: REG - Regular
- Sick Leave: 0 4 *
- Annual Leave: 0 4 6 8 *

Below these fields is a table titled '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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>									
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0

Below the table is another table with 'OT Earned-ARSOT' values:

Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0
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	80.0
OT Earned-ARSOT															0.0

Buttons: OK, Reset, Create Timecard

Instructions

Change the Tour Type and click Go to fill default values on the screen.

Type over or change the selection of any field. Click OK or any navigation to validate changes and update the database.

Required fields are marked with *.

Reset ignores pending changes and re-displays the screen.

OK validates the entered information and updates the database if no errors are found.

Fields in error are marked with !. The error message at the top of the page refers to the first field in error.

Click on tabs or left navigation area to go to different screens.

"Create Timecard" updates the database with new timecard records Visible only if there is no timecard.

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Change a Tour of Duty

The ITAS Coordinator and the Timekeeper can change the employee tour of duty.

Permanent Change: Changes in an employee's tour of duty can take effect in current pay period or the next pay period.

1. From the Dashboard.
2. To select an employee, click on box next to the employee name and then scroll over to Tour of Duty tab and click on tour hours. **OR** you can **click** on Employee name which take you to the **Personal** screen of the profile and then **click** on **Tour of Duty** tab.
3. Display Tour Information for the effective pay period
4. Click on the Tour Type drop down arrow and select the new Tour Type
5. Click GO to pre-fill the rest of the screen with information specific to the selected Tour Type
6. Remember to click on box next to **Earn Credit Hours** if employee is on Flexible Work Schedule or other work scheduled in which they are entitled to earn credit hours.
7. Click on Term Type drop down arrow and click on the Term Type. Press the Tab key. If correct just tab to next field.
8. Click on Tour Hours field. If the tour hours are correct, press tab key to move to next field. If hours are incorrect, type over to change to new hours. Press the tab key.
9. Click on Next Tour of Duty Change drop down arrow and select the pay period to change the tour from the Next Tour of Duty Change effective date. Press the Tab key.
10. Verify or select the Special Pay Rate.
11. Verify or select the Shift.
12. Verify or change the Meal Breaks.
13. Distribution of Biweekly Basic work Requirements, click on the appropriate day of the week and delete any hours that will no longer apply. Type in the new start and end times and tours hours for that day. Always check start and end time every time you change employee work scheduled. *Tour detail hours are not required for FLEXIBLE or VARIABLE work schedule.*
14. Click the (Regular) Button to show the Hours Detail (Regular) screen for hours and verify or change the hours. See the Hours Detail (Regular) screen section for specific instructions.
15. Click the (OT Earned – ARSOT) Button to show the Hours Detail (Other) screen and verify or change those hours. See the Hours Detail (Other) screen section for specific instructions.
16. Click "OK" to process your changes.

Note: There are many rules and dependencies on the combinations of entries you can make on this screen. If the change is not accepted, please check the error message at the top of the page and make corrections as indicated.

Hours Detail (Tour of Duty, Regular) screen

Integrated Time and Attendance System - TourOfDuty - Microsoft Internet Explorer

Address: https://training.itas.hhs.gov/dev2/trainingPR19/tourofduty/TourOfDutyAction.do?FUNCTION=TourOfDuty

Timekeeper: Angela Bassett

Employee: Summer, Donna

Personal Payroll Tour of Duty Options Timecard Leave Requests LTP

Type: Regular Pay Period: 2011/6 Pay Period Total: 80.0

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
Day Total	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
Start		07:30A	07:30A	07:30A	07:30A	07:30A			07:30A	07:30A	07:30A	07:30A	07:30A	
Stop		04:00P	04:00P	04:00P	04:00P	04:00P			04:00P	04:00P	04:00P	04:00P	04:00P	

Tour OK Reset

Instructions

Type over 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.

Hours Detail (Tour of Duty, OT Earned - ARSOT) screen Table

Integrated Time and Attendance System - TourOfDuty - Microsoft Internet Explorer

Address: https://training.itas.hhs.gov/dev2/trainingPR19/tourofduty/TourOfDutyAction.do?FUNCTION=TourOfDuty

Timekeeper: Angela Bassett

Employee: Summer, Donna

Personal Payroll Tour of Duty Options Timecard Leave Requests LTP

Type: OT Earned-ARSOT Pay 2011/6 Pay Period Total: 8.0

	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
Day Total	0.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start							07:00A							
Stop							03:00P							
Start														
Stop														

More

Tour OK Reset

Options Screen

Timekeeper
Angela Bassett

Employee: Summer, Donna

Personal Payroll Tour of Duty **Options** Timecard Leave Requests LTP

Access Level

Leave Approving Official

Timekeeper TK Number

Administrative Officer

ITAS Administration

OK Reset

Instructions

Click the check boxes to set the employees access level. The TK number must be entered if the employee is a Timekeeper. Click OK or any navigation to validate changes and update the database.

Required fields are marked with an *.
Reset ignores pending changes and re-displays the screen.
OK validates the entered information and updates the database if no errors are found.
Fields in error are marked with !. The error message at the top of the page refers to the first field in error.
Click on tabs or left navigation area to go to different screens.

Change Employee Access Level

The ITAS Coordinator and the Timekeeper can change employee access level.

Change Access: To add or delete employee's authority to access ITAS as a Timekeeper or Approving Official or ITAS Coordinator (Admin Officer).

Important: If you are removing an employee's authority to access ITAS as a Timekeeper or Approving Official, be sure to reassign all of their employees to another Timekeeper or Approving Official. Also delete all alternate relationships (i.e. alternate timekeepers). The ITAS Coordinator can do this through the Relationship tab on the dashboard.

1. From the Dashboard.
2. To select an employee, click on the box next to employee name and then scroll over to the Access Tab and click on "EMP", **OR** you can click on employee's name, which will take you to the Personal screen of the profile. Then click on "Options".
3. Click on the appropriate box(s) in access level to either enter or delete an employee as a Timekeeper, ITAS Coordinator (Admin Officer) or Approving Official.
 - **Reminder:** A **5-digit** timekeeper number is **required** for all Timekeepers.
4. **Click** on the "OK" button to save your changes and you will be directed to the confirmation screen to complete the process.
5. Click the **Dashboard** to close profile.

NOTE: If removing the TK or Approving Official privileges, there can be no employees assigned to them.

Timecard

Clicking the value in the Timecard column on the Dashboard or clicking the Timecard tab after leaving the Dashboard, displays the Timecard screen. The current employee and pay period including leave balances, pay hours, and leave used are displayed.

Timecard screen, initial

Timekeeper
Angela Bassett

Employee: Summer, Donna

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

SSN: 652-36-5428 SAC: HNA Abbr: OD

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 00 PP: 2011/6

Annual Leave 0.0 Credit Hours 2.0 Credit Hours Lost 0.0 Sick Leave 382.0 FFL Used 0.0
 Restored AL 1.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 Donated YTD 0.0
 Projected AL 0.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 0.0 VLTP Leave 45.0

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
<input type="checkbox"/> 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
<input type="checkbox"/> Sick Leave															0.0	0.0
<input type="checkbox"/> Other																
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

Timecard screen, leave types expanded

Timekeeper
Angela Bassett

Employee: Summer, Donna

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

SSN: 652-36-5428 SAC: HNA Abbr: OD

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 00 PP: 2011/6

Annual Leave 0.0 Credit Hours 2.0 Credit Hours Lost 0.0 Sick Leave 382.0 FFL Used 0.0
 Restored AL 1.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 Donated YTD 0.0
 Projected AL 0.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 0.0 VLTP Leave 45.0

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
<input type="checkbox"/> 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
<input type="checkbox"/> Sick Leave															0.0	0.0
<input type="checkbox"/> Other																
<input type="checkbox"/> Holiday Leave															0.0	0.0
<input type="checkbox"/> Excused Absence															0.0	0.0
<input type="checkbox"/> Furl Lapsed Appr															0.0	0.0
<input type="checkbox"/> Furlough-Sequestr															0.0	0.0
<input type="checkbox"/> Furlough-Other															0.0	0.0
<input type="checkbox"/> Leave Without Pay															0.0	0.0
<input type="checkbox"/> Suspension															0.0	0.0
<input type="checkbox"/> AWOL															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

Timecard screen, pay types expanded

Integrated Time and Attendance System - Timecards - Microsoft Internet Explorer

Address: https://training.itas.hhs.gov/dev2/trainingPR19/timecards/TimecardsAction.do?FUNCTION=Timecards

Type	02/27	02/28	03/01	03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	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		0.0	80.0
<input type="checkbox"/> 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
<input type="checkbox"/> Sick Leave															0.0	0.0
+ Other																
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
- Other																
<input type="checkbox"/> OT-Irregular Earned															0.0	0.0
<input type="checkbox"/> Holiday Pay															0.0	0.0
<input type="checkbox"/> Comp Time-Earned															0.0	0.0
<input type="checkbox"/> OT Earned-ARSOT							8.0								0.0	8.0
- Other																
<input type="checkbox"/> Night Diff															0.0	0.0
<input type="checkbox"/> Sun/Sat Diff															0.0	0.0
<input type="checkbox"/> OT-Substitute Hours															0.0	0.0
<input type="checkbox"/> OT-Suffer&Permit															0.0	0.0
<input type="checkbox"/> OT-Travel Earned															0.0	0.0
<input type="checkbox"/> OT-Training Earned															0.0	0.0
<input type="checkbox"/> Rel Comp-Earned															0.0	0.0
<input type="checkbox"/> Comp Time for Travel (CTT)-Earned															0.0	0.0
<input type="checkbox"/> Call Back Earned															0.0	0.0

Timecard Hours Detail screen

Integrated Time and Attendance System - Timecards - Microsoft Internet Explorer

Address: https://training.itas.hhs.gov/dev2/trainingPR19/timecards/TimecardsAction.do?FUNCTION=Timecards

Timekeeper: Angela Bassett

Employee: Summer, Donna

Personal Payroll Tour of Duty Options Timecard Leave Requests LTP

Type: Regular Pay Period: 2011/6 Pay Period Total: 80.0

Day	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
Day Total	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
Start		07:30A	07:30A	07:30A	07:30A	07:30A			07:30A	07:30A	07:30A	07:30A	07:30A	
Stop		04:00P	04:00P	04:00P	04:00P	04:00P			04:00P	04:00P	04:00P	04:00P	04:00P	
Start														
Stop														

More

Timecard OK Reset

Modify Employee Timecard

The ITAS Coordinator and the Timekeeper can modify employee timecard.

Modify current Timecard Only: ITAS automatically generates a timecard every pay period, so you only need to process exceptions. Remember holidays and leave (once requested leave has been approved) are posted automatically by ITAS. You can process timecard change for the current pay period directly to the timecard and process changes to prior pay period via the Supplement procedures.

1. From the Dashboard.
2. To select an employee, click on the box next to employee name and then scroll over to Timecard **Tab** and **click** on “unapproved”. **OR** you can click on employee’s name which will take you to the Personal screen of the profile; then *click* on “**Timecard**”.
3. You will see a timecard for the selected employee, which display their four hours and any extra work hours or leave already recorded.
4. To modify hours worked, select a day and click on Leave or Hours Types. Click the “+” to show more leave or hours type.
 - To add additional hours worked to timecard click on day and type in number of hours.
 - Click “OK” button to save and you will be directed to start/stop time (hour’s detail) screen.
 - Enter start and end time for hours work on day highlighted in red. Use military or AM/PM times.
 - If needed, click the “**More**” button for extra start/stop lines.
 - Click “OK” button to save changes.
5. To **delete** hours worked from an employee’s timecard, click on the hour type row you wish to delete. Click on the day and highlight the hours and delete the hours. Remember you must remove start and end times under hour’ detail.
6. You must also restore regular hours according to his/her work schedule for that day, if you are removing leave hours.
7. Click the “OK” button to save changes.

NOTE: Certain types of leave/hours require start and end times, including a.m. or p.m. This is indicated by a gray button to the left of the hour Type. You may either click this button OR click OK to enter start and end times.

- Enter start and end times in the Hours Detail if required.
- Click “OK” button to save changes

View Employee Timecard for Prior Pay Period

The ITAS Coordinator and Timekeeper can view and make changes to timecard for prior pay period.

Viewing Timecards:

1. From the Dashboard or the Timecard Screen
2. Click on the down arrow button in the pay period box and select appropriate pay period.
3. Click on the "Select" button
4. To select an employee, *click on box* next to the employee name and then scroll over to Timecard **tab** and click on **unapproved**. **OR** you can **click** on Employee name which take you to the **Personal** screen of the profile and then **click** on **Timecard** tab
5. Timecard for pay period selected will be displayed

Prior Pay Period Timecard:

The screenshot shows the ITAS (Integrated Time and Attendance System) interface. The user is logged in as Timekeeper Angela Bassett. The employee profile for Donna Summer is displayed, with the 'Timecard' tab selected. The pay period is set to 01/30/11-02/12/11 2011/4. A red arrow points to the 'Pay Period' dropdown menu. Below the dropdown, there are fields for SSN (652-36-5428), SAC (HNA), and Abbr (OD). The 'Approved by' field is empty, and the 'Transmitted On' field is empty. The 'Tour Hours' are 80.0, and the 'Annual Leave Category' is 00. The 'PP' is 2011/4. The timecard table shows the following data:

Type	Su 01/30	M 01/31	Tu 02/01	W 02/02	Th 02/03	F 02/04	Sa 02/05	Su 02/06	M 02/07	Tu 02/08	W 02/09	Th 02/10	F 02/11	Sa 02/12	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			80.0
Sick Leave																0.0
Other																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

6. To return to current pay period, click on the down arrow key in the Pay Period box and select the current pay period.
7. Click on "Select" button.

Supplements (All Amendments)

The ITAS Coordinator and Timekeeper can process supplements.

Supplement Definitions:

Transmitted Supplement:	A supplement that has been entered into the system and transmitted through to payroll at Pay Period (PP) close. AKA Posted Supplement.
Pending Supplement:	A supplement entered but not yet processed through PP close. AKA Non-posted Supplement.
Displayed Supplement:	The supplement as displayed in the table at the bottom of the new Timecard (TC) screen.
Actual Supplement:	The supplement as stored in individual rows in the database.

Process:

As coded, supplements are generated and applied to a Timecard (TC) by displaying the TC, typing over anything that needs to change, and clicking OK. This takes the entire TC as displayed and creates any needed supplements to make the corrections. This deals with the entire TC with the intention of eliminating the need for a daily detail screen. It is also designed to take the responsibility of figuring out exact supplements off the Timekeeper (TKPR) and allowing the system to do it.

Remember: Leave must be requested and approved by Approving Official before it will post to the timecard. If you are changing one type of leave for another, i.e. sick for annual the timekeeper must first delete the annual leave and put regular hours back on the timecard before the sick leave can be requested.

To add additional hours worked for a prior pay period:

1. From the Dashboard or Timecard screen.
2. Click the down arrow key in the Pay Period box and click on the appropriate pay period.
3. Click the **"Select"** button.
4. To select an employee, **click** on **box** next to the employee name and then scroll over to Timecard **tab** and **click** on unapproved. **OR** you can **click** on Employee name which take you to the **Personal** screen of the profile and then **click** on **Timecard** tab
5. Timecard for pay period selected will be display
6. **Click** on the **day** you would like to **process the supplement** for additional hours worked for a prior pay period.
7. **Click** on the **desired category of hours or leave** types. Click the "+" to show more leave or hours type.
8. To add additional hours worked to the timecard **click** on **day** and **type** of additional hours. Type in number of **hours** worked.
9. Click the "OK" button to save and you will be directed to start/end time's screen.
10. Enter start and end time for hours worked on day highlighted in **red**. Use military or AM/PM times. If needed, click on "More" button for extra start/end lines.
11. Click on the "OK" button to save changes.
12. Scroll to bottom of timecard to **view** supplement.
13. To return to current pay period.....Scroll to top of timecard.
14. **Click** on the down arrow **key** in **Pay Period** box and **select** the current pay period.
15. **Click** the 'Select' button.
16. Scroll to bottom of timecard to **review** supplement in current pay period.
17. Click on Dashboard to close.

NOTE: A row in the supplement information at the bottom of the TC screen is created on both the current and the changed TC. On the changed TC it indicates that the existing TC has changed. On the current it indicates that a change was made to a prior pay period in the current pay period.

Supplement process in prior pay period:

Employee: Summer, Donna

Pay Period: 01/30/11-02/12/11 2011/4

SSN: 652-36-5428 SAC: HNA Abbr: OD

Type	*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			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
Sick Leave														0.0	0.0
Other															
Total Base	0.0	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

Supplements applied against this TC:

Applied For	PP Applied To	Type	Hours	Original	Modified To	Start Time	End Time	Date Processed	By Whom
01/31/2011	2011/4	OT-Irregular Earned	2.0	0.0	2.0	5:00PM	7:00PM	03/01/2011	Bassett, Angela
02/01/2011	2011/4	OT-Irregular Earned	2.0	0.0	2.0	5:00PM	7:00PM	03/01/2011	Bassett, Angela
02/02/2011	2011/4	Comp Time-Earned	2.0	0.0	2.0	5:00PM	7:00PM	03/01/2011	Bassett, Angela
02/03/2011	2011/4	Comp Time-Earned	2.0	0.0	2.0	5:00PM	7:00PM	03/01/2011	Bassett, Angela

“*” Beside the day of week indicates that a supplement was process on that day.

Supplement information in current pay period:

Timekeeper: Angela Bassett
Employee: Summer, Donna
Pay Period: 02/27/11-03/12/11 2011/6

SSN: 652-36-5428 SAC: HNA Abbr: OD

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 00 PP: 2011/6

Annual Leave 0.0 Credit Hours 2.0 Credit Hours Lost 0.0 Sick Leave 382.0 FFL Used 0.0
 Restored AL 1.0 Comp Time 4.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 Donated YTD 0.0
 Projected AL 0.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 0.0 VLTP Leave 45.0

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
<input type="checkbox"/> 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
<input type="checkbox"/> Sick Leave															0.0	0.0
<input type="checkbox"/> Other																
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

<input type="checkbox"/> OT-Irregular Earned															4.0	0.0
<input type="checkbox"/> Holiday Pay															0.0	0.0
<input type="checkbox"/> Comp Time-Earned															4.0	0.0
<input type="checkbox"/> OT Earned-ARSOT							8.0								0.0	8.0
<input type="checkbox"/> Other																

Supplements entered in the pay period : 2011/6

Supplement For	PP Affected	Type	Hours	Start Time	End Time	Date Processed	By Whom
01/31/2011	2011/4	OT-Irregular Earned	2.0	5:00PM	7:00PM	03/01/2011	Bassett, Angela
02/01/2011	2011/4	OT-Irregular Earned	2.0	5:00PM	7:00PM	03/01/2011	Bassett, Angela
02/02/2011	2011/4	Comp Time-Earned	2.0	5:00PM	7:00PM	03/01/2011	Bassett, Angela
02/03/2011	2011/4	Comp Time-Earned	2.0	5:00PM	7:00PM	03/01/2011	Bassett, Angela

OK Reset

Remove a pending supplement

- Click on **Timecard** tab.
- Select the pay period from the dropdown and click "Select".
- Clear the pending changes.
- Click OK.

NOTE: The pending supplement rows will be removed. If the supplement has already been applied, a supplement reversing the previous supplement is created.

Leave Request

Clicking the value in the Leave Requests column on the Dashboard or clicking the Leave Requests tab after leaving the Dashboard, displays the Leave Request screen. Requests can be submitted for a past, current or a future pay period. Requests can be submitted for a partial day, a full day or for multiple days. Multiple types of leave may be requested for the same day. Individual LRs must be saved before proceeding to the next. An e-mail is automatically sent to the employee's LAO each time an LR is submitted.

Leave Requests, regular view

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

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

Employee: Lopez, Jennifer I.

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 : :00 AM PM

Hours OR End Time : :00 AM PM [Calculate Hours](#)

New Request

Leave type	Balance Hours	Hours	Remark
Annual Leave	256.0	<input type="text"/> 0.0	Projected: 88.0
Sick Leave	1020.0	<input type="text"/> 0.0	
Comp Time	0.0	<input type="text"/> 0.0	

Leave Comments

Leave Requests, expanded view

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

Address: https://training.itas.hhs.gov/dev2/trainingPR19/leaverequests/LRAOTKAction.do?FUNCTION=LeaveRequests

Employee: Lopez, Jennifer I.

Personal Payroll Tour of Duty Options Timecard **Leave Requests** LTP

New Request

Leave type	Balance Hours	Hours	Remark
Annual Leave	256.0	<input type="text"/> 0.0	Projected: 88.0
Sick Leave	1020.0	<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	
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	

Leave Comments

Existing Requests

Submitting Leave Request for Assigned Employees

The ITAS Coordinator and the Timekeeper can process leave request for employees.

Process Leave Requests: A request to use leave can be made for a past, current, or future pay periods. Requests can be made for full day, a partial day, and for multiple days and multiple types of leave may be requested for the day.

Delete Leave Requests: If it is for a future date, approved or unapproved, it may be removed by the ITAS Coordinator, Timekeeper or Employee.

If the approved leave is in the current pay period, but the date has passed, *only* the timekeeper or ITAS Coordinator may remove the leave. If the pay period has passed, the Timekeeper or ITAS Coordinator must remove the leave via a Supplement (amendment).

Important: If you are recording leave used under the Family Medical Leave Act (FMLA) or Family Friendly Leave Act (FFLA), be sure to **click** on the "+" for more leave types and then click on FMLA or FFLA box then type in hours and remarks from the drop down arrow when processing FMLA/FFLA leave request. All leave requests must be saved and the employee's Approving Official must approve all requests before it can be applied to the timecard.

Reminder: Upon conversion to the Defense Civilian Pay System (DCPS/DFAS) before employee can use advance sick leave, continuation of pay (COP), time off awards, transfer-in leave from previous agency and/or donated leave be sure that the HR Payroll Liaison has notified the Payroll Customer Service Team to establish the leave balance record in DFAS. Use of this type of leave prior to leave balance record being established by DFAS will caused a leave conversion by DFAS to annual, credit, comp time or LWOP.

Request Leave

1. From the Dashboard.
2. To select an employee, click on the box next to employee name and then scroll over to Leave Request **Tab** and **click** on "Request". **OR** you can click on employee's name, which will take you to the "Personal" screen of the profile and then click on "Leave Request" tab.
3. To request leave

INSTRUCTION:

1. **Full Day Request, Annual Leave (AL), Sick Leave (SL), Leave Without Pay (LWOP)**
 - Fill in the Start and End Dates. Full day requests do not require a start and end time. The system will assign the time from the regular four hours.
 - Select Annual Leave, Sick Leave or Leave-Without-Pay.
 - Enter a comment if needed.
 - Click OK.
2. **Partial Day Request, AL, SL, LWOP**
 - Fill in the Start Date.
 - Select Annual Leave, Sick Leave or Leave-Without-Pay.

- Fill in the Start Time. Make sure you **click** on radio button for **AM** or **PM**
 - Enter either the Number of Hours or the Stop Time. Click Calculate Hours to fill in the missing Number of Hours or Stop Time.
 - Enter a comment if needed.
 - Click OK.
3. **Requests, combined or other types**
- Click the Other Types link to show the Request Leave expanded view.
 - Fill in requested dates and/or times as explained previously.
 - Fill in the actual number of hours next to each selected leave type.
 - Enter a comment if needed.
 - Click OK.
4. **Request COP Leave**
- Click the Other Types link to show the Request Leave expanded view
 - Fill in requested dates
 - Click on COP and enter number of **DAYS** not hours in the box.
 - Click OK.
5. **Request Partial Day of COP Leave**
- Click on Request Leave
 - Fill in Start Date and End
 - Fill in Start Time and End Time
 - Click “Calculate Hours”
 - Click on **COP** and type in “1” equals a day of COP. **DO NOT TYPE IN HOURS.**
 - Click “**OK**” to process.
 - ***Once it is approved ITAS will post timecard with both types of leave in hours requested but will subtract one full day of COP from COP balance.***
 - **Separate** COP leave request must be done for each pay period involved; cannot crossover pay periods.

ITAS automatically sends an email notification to the Approving Official of the pending leave request. Leave request will appear in the Approving Official’s Pending Leave Request window. If the Approving Official then approves the leave the leave will be added to the employee’s timecard and email notification sent to employee.

Removing a Leave Request:

Only leave that is current or future date that has not yet been approved and posted to timecard can be deleted. Once approved and posted to timecard the Timekeeper must remove leave and restore regular hours.

- Click on Leave Request
- Scroll down to the Existing Leave Requests section.
- Click on the delete box next to the requests.
- Click OK.
- Email sent to Approving Official

Leave Request screen

The screenshot shows the 'Leave Requests' screen in Microsoft Internet Explorer. The browser address bar shows the URL: <https://training.itas.nhs.gov/dev2/trainingPR19/leaverequests.do?role=trn>. The page has a blue sidebar on the left. The main content area is white and contains the following sections:

Start Time [dropdown] : [00] [dropdown] [AM] [radio] [PM] [radio]
Hours [input] **OR** **End Time** [dropdown] : [00] [dropdown] [AM] [radio] [PM] [radio] [Calculate Hours](#)

New Request

Leave type	Balance	Hours	Remark
Annual Leave	240.0	[input] 0.0	Projected: 1.96.0
Sick Leave	424.0	[input] 0.0	
Comp Time	9.0	[input] 0.0	

Leave Comments [text area]

Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Annual Leave	8.0	03/04/2011			Approved	
<input type="checkbox"/>	Annual Leave	8.0	03/07/2011			Approved	

[OK] [Reset]

To remove a leave request that has been approved:

- Click on employee name
- Click on timecard
- Click on the leave to remove and press delete key.
- Click on **regular hours** and add regular hours for that day.
- Click "OK" to process.

Integrated Time and Attendance System - Timecards - Microsoft Internet Explorer

Timekeeper: Angela Bassett

Employee: Dixit, Madhuri

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

SSN: 122-21-3312 SAC: HNA Abbr: OD

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 06 PP: 2011/6

Annual Leave 248.0 Credit Hours 24.0 Credit Hours Lost 0.0 Sick Leave 424.0 FFL Used 0.0
 Restored AL 0.0 Comp Time 9.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 Donated YTD 0.0
 Projected AL 136.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 1.0 Use or Lose 144.0 VLTP Leave 0.0

Type	Su	T M	T Tu	T W	T Th	T F	Sa	Su	T M	Tu	W	Th	F	Sa	Supps	Total
	02/27	02/28	03/01	03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12		
Tour Hours	8.0	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	84.0
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	64.0
Annual Leave						8.0			8.0						0.0	16.0
Sick Leave															0.0	0.0
Other																
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

Integrated Time and Attendance System - Timecards - Microsoft Internet Explorer

Change Role: Employee Admin Officer

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

SSN: 122-21-3312 SAC: HNA Abbr: OD

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 06 PP: 2011/6

Annual Leave 256.0 Credit Hours 24.0 Credit Hours Lost 0.0 Sick Leave 424.0 FFL Used 0.0
 Restored AL 0.0 Comp Time 9.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 Donated YTD 0.0
 Projected AL 136.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 1.0 Use or Lose 152.0 VLTP Leave 0.0

Type	Su	T M	T Tu	T W	T Th	T F	Sa	Su	T M	Tu	W	Th	F	Sa	Supps	Total
	02/27	02/28	03/01	03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12		
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	72.0
Annual Leave									8.0						0.0	8.0
Sick Leave															0.0	0.0
Other																
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		2.0	3.0	2.0	2.0										0.0	9.0

Leave Transfer Program (LTP)

Clicking the value in the LTP: Donate or the LTP Accounts columns on the Dashboard or clicking the LTP tab after leaving the Dashboard, displays the LTP Donations and Accounts screen. This screen allows you to donate some or all of your Annual or Restored Annual leave to a specific person. You can also check the status of any leave donated to you.

The Donations section of the screen displays the leave you have available to donate. The Name/Reason/Org dropdown contains the names and information of the people you can donate to. It also shows any donations made that have not yet been credited to the recipient's account. The Accounts section of the screen displays information about any VLTP accounts that have been set up for you.

LTP screen

Integrated Time and Attendance System - LTP - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

Timekeeper
Angela Bassett

NATIONAL INSTITUTE OF HEALTH
ITAS Integrated Time and Attendance System

Employee: Black, Jackie

Personal Payroll Tour of Duty Options Timecard Leave Requests **LTP**

Change Role:
Employee
Admin Officer

Act as Alternate
Dashboard
Reports

About ITAS
Help
Log Out

Donations

Available AL hours for donation : 272.0
Available RAL hours for donation : 0.0

Total donated AL hours : 0.0
Total donated RAL hours : 0.0

Name Reason Org Hours Type Hours Date

Select a Name Reason Org Select an Hour Type 03/02/2011

Accounts

Reason Emergency Type Begin Date End Date

Select a Reason Select an Emergency Type

OK Reset

Instructions

start | Inbox - Microsoft Out... | Integrated Time and ... | ITAS TKpr User Manu... | 9:52 AM

Leave Transfer Program (LTP)

The ITAS Coordinator and Timekeeper can maintain the LTP.

Leave Transfer Program – covers all employees who are participating in Voluntary Leave Transfer Program (VLTP) and the HHS Emergency Leave Transfer Program (ELTP). Check with your OPDIV for information on status of ELTP donations.

Reminder: Upon conversion to the Defense Civilian Pay System (DCPS/DFAS) before employee can use advance sick leave, continuation of pay (COP), time off awards, transfer-in leave from previous agency and/or donated leave be sure that the HR Payroll Liaison has notified the Payroll Customer Service Team to establish the leave balance record in DFAS. Use of this type of leave prior to leave balance record being established by DFAS will cause a leave conversion by DFAS to annual, credit, comp time or LWOP.

LTP - Donate Leave

1. From the Dashboard
2. Select "Employee"
3. Scroll across until you see LTP Donate
4. Click on Donate
5. The top portion of the screen shows number of annual leave hours available for donation and number of restored annual leave hours available.
6. Click on down arrow in "Name/Reason/Org" box to select the person you wish to donate leave to.
7. Select the type of hours to donate in the Hours Type dropdown.
8. Enter the number of Hours to donate. This must be less than or equal to your available hours.

NOTE: Donated Hours must be in 1 hour increments.

9. Click OK.
10. The new donation line is displayed on the Donate Leave screen.

The screenshot shows the ITAS LTP Donate Leave screen. The interface includes a navigation menu on the left, a header with the ITAS logo and user information, and a main content area. The main content area displays donation statistics and a table of donation entries. A red arrow points to the 'Name Reason Org' dropdown menu, and another red arrow points to the 'Delete' checkbox in the donation table.

Name	Reason	Org	Emergency Type	Hours Type	Hours	Date	Status	Delete
Cassal, Mary	Serious Medical	HNA	Personal Medical	Emergency Annual Leave	8.0	03/02/2011	Pending	<input type="checkbox"/>

Delete a pending or unused donation

11. Check the Delete box at the end of the donation line(s) to delete. You can only delete donations that have not been used by the recipient.
12. Click OK.
13. The Donate Leave screen is redisplayed without the donation line item.

LTP – Accounts

Set up an LTP Account

1. From Dashboard
2. Select “Employee”
3. Scroll across until you see LTP Accounts.
4. Click on “New”
5. Bottom half of the screen label “Accounts” is where you will enter information on the employee that has been approved to participate in VLTP.
6. Select a Reason from the dropdown list.
7. Select an Emergency Type from the dropdown list.
8. Enter a valid date in the Begin Date field.

NOTE: The End Date field will be populated when the LTP Account is closed.

9. Click OK.
10. The Donate Leave screen is redisplayed with the account line item.

The screenshot shows the ITAS LTP Accounts page. The 'Accounts' section contains the following table:

Reason	Emergency Type	Begin	End	Received	Used	Available	
Psychiatry	Personal Medical Emergency	02/28/2011		0.0	0.0	0.0	<input type="checkbox"/> Close

A red arrow points to the 'Close' checkbox in the last column of the table.

Reminder: Upon conversion to DFAS before employee can use donated leave be sure the HR Payroll Liaison has notified the HHS/Payroll Customer Service Team to establish the LTP account record in Defense Civilian Pay System.

Close an LTP Account

1. Check the Close box for the desired account.
2. Click OK.

NOTE: The End Date is populated and the account can be reopened.

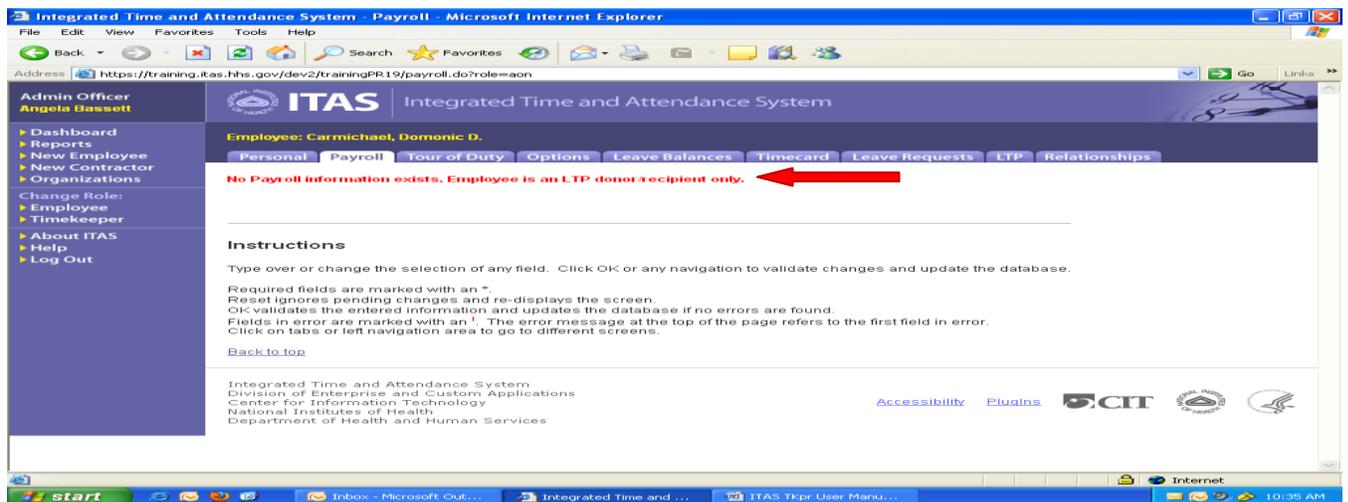
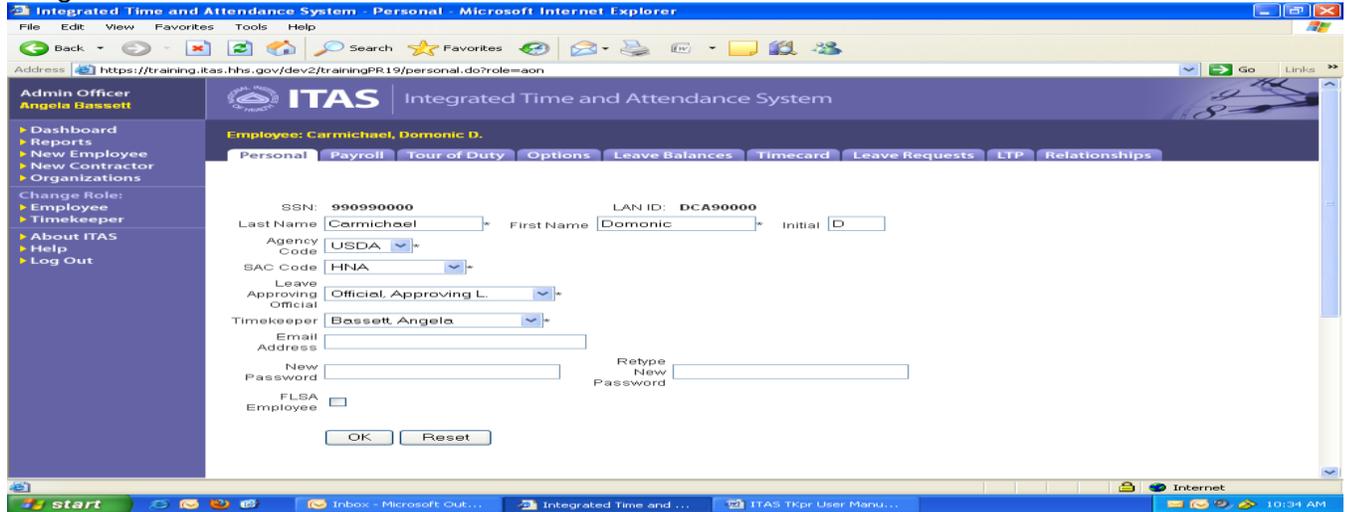
Reopen an LTP Account

1. Check the Reopen box for the desired account.
2. Click OK.

Leave Transfer Program (LTP) Donor/Recipient from outside HHS

Only the ITAS Coordinator can establish Donor/Recipient employee profile from outside HHS.

Donor or Recipient from outside the Department – you must notify the ITAS Coordinator and have a profile in ITAS establish for this type of employee. Once the profile has been established than you can donate leave for them or an HHS employee may donate leave to them using ITAS. Proper paper work should be submitted to the employee’s employing agency regarding all leave donations. Also information must be sent to HR Payroll Liaison in order for any outside donated leave be credited to employee’s payroll record in DCPS prior to employee using the leave.



Reminder: Information must be sent to employee’s employing Federal Agency once leave has been donated. Follow the procedures established by your OPDIV.

Reports

You may view and/or print any of the reports below:

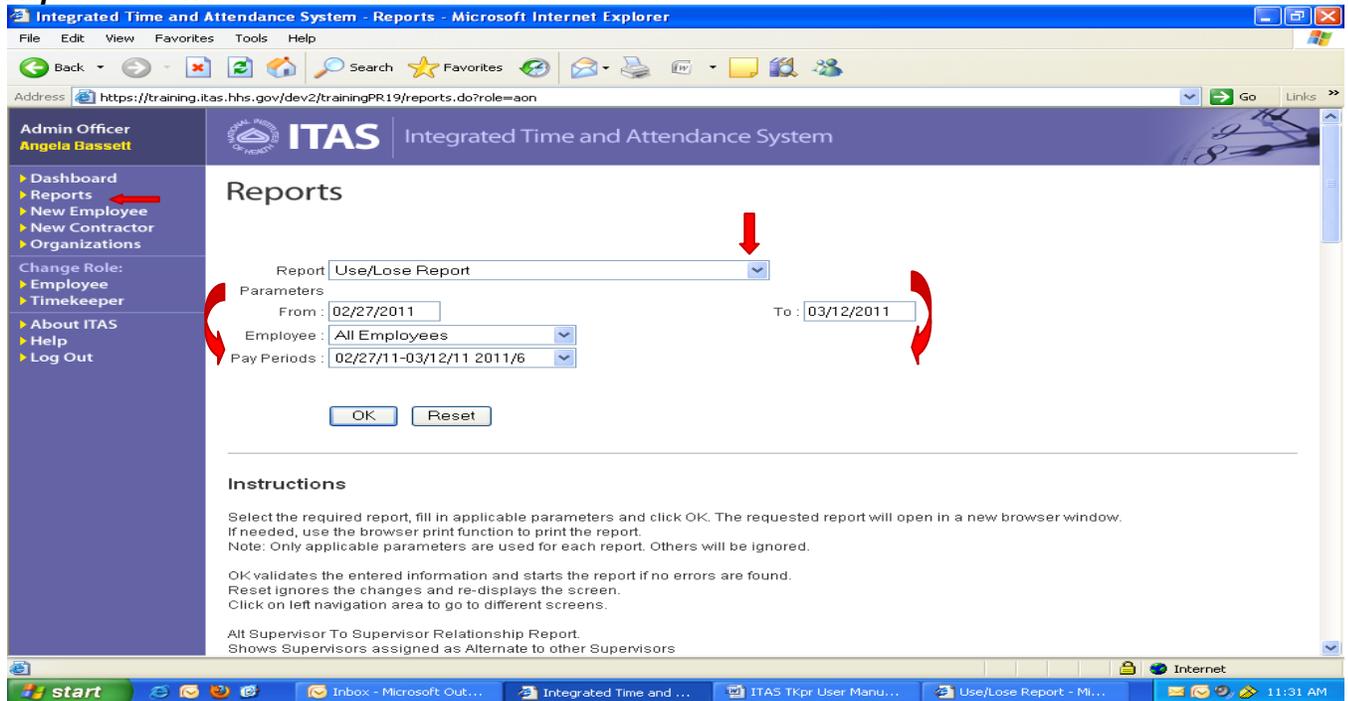
- **Alt Supervisor To Supervisor Relationship** -Shows Supervisors assigned as Alternate to other Supervisors
- **Alt Timekeeper To Timekeeper Relationship** - Shows Timekeepers assigned as Alternate to other Timekeepers
- **Approved Leave Report** -Shows approved leave requests
- **ATLR Report** – Administrative Leave and Time Record – Contains online copy of the HHS-564 Administrative Leave and Time Record. Do **not** use “**all employees**” when setting your parameters.
- **Balance Adjustments Report** – Contains a list of all employees who’s leave balance has been adjusted manually by the ITAS Coordinator (Admin Officer).
- **FFLA Activity Report** - Contains a list of all employees that used leave under Family Friendly Leave Act.
- **FMLA Activity Report** - Contains a list of all employees that used leave under Family Medical Leave Act.
- **Leave Calendar Report** - Shows Month Calendar with employees absences due to Holidays, leaves, and AWS days
- **Leave Request Report** – Displays a list of all leave request processed selected for the date range
- **Payslips Difference Report** – Currently not available.
- **Payslips Difference Report (Spreadsheet)** - Currently not available.
- **Pre-DFAS Payslips Mini Report** - Currently not available.
- **Pre-DFAS Payslips Regular Report** - Currently not available.
- **Premium Pay Report** - Shows all premium pay hours for selected date range.
- **Printable Timecard** – Displays timecard for selected employees within your parameters.
- **Supervisor to Alt Supervisor Relationship** – Displays list of all employees and relationships between Approving Official/assigned Alternate Supervisors.
- **Supervisor to Employee Relationship** – Displays list of all employees and relationship between Supervisors with assigned employees.

- **Timecard Error Report** – Displays a list of employees with discrepancies between TC hours and tour hours on their timecard for current pay period.
- **Timekeeper to Alt Timekeeper Relationship** – Displays a list of all employees and relationship between Timekeepers with assigned Alternate Timekeepers.
- **Timekeeper to Employee Relationship** – Displays list of all employees and relationship between Timekeepers with assigned employees.
- **Unapproved Timecards Report** – Displays a list of all employees who timecards have not been approved for the pay period.
- **Use/Lose Report** – Displays a list of all employees who have Use or Lose hours for the pay period.
- **VLTP Recipient Report** – List of all VLTP employees LTP accounts information.

Reports

Clicking the Reports link on the left navigation area displays the Reports screen.

Report screen



Request a report

- Select the desired report from the dropdown list
- Fill in applicable parameter.
- Click “OK” to execute the report.
- Requested report is display in another browser window.
- To print click on the printer icon on your toolbar.

NOTE: The required parameters for each report are displayed in the Instructions section of the screen.

SAMPLE - USE/ LOSE Report

Integrated Time and Attendance System
Use/Lose Report
Pay Period 2011-06
Current Date: Mar 02 2011 11:30:16 EST
Generated for Admin Officer: Bassett, Angela

Employee Name	Timekeeper Name	Use/Lose
Bluehorsehorse, Irene c	Alkire, Shelli a.	U/L: 208.00
Ciardi, Sandy	Alkire, Shelli a.	U/L: 160.00
Johnson, Magic	Alkire, Shelli a.	U/L: 208.00
Mantha, RK	Alkire, Shelli a.	U/L: 104.00
Moran, Dominic d	Alkire, Shelli a.	U/L: 160.00
Patel, Fake	Alkire, Shelli a.	U/L: 0.00
Patel, Sunita D	Alkire, Shelli a.	U/L: 0.00
Baum, Sally M	Allen, Gail	U/L: 104.00
Berry, Halle	Allen, Gail	U/L: 0.00
Blair, Witch	Allen, Gail	U/L: 160.00
Colhoff, Gwen m	Allen, Gail	U/L: 0.00
courtwright, lance v	Allen, Gail	U/L: 0.00
Cowley, Rene	Allen, Gail	U/L: 208.00
Encounter, Chance O	Allen, Gail	U/L: 208.00
Gordon, Jeff	Allen, Gail	U/L: 160.00
Hurricane, Suzie	Allen, Gail	U/L: 160.00
Jones, Joshua	Allen, Gail	U/L: 147.00
...

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