

Integrated Time and Attendance System (ITAS)

TIMEKEEPER USER HANDBOOK

Table of Contents

About This Manual	3
Roles	4
Common Features	5
Formats	6
Screen Layout.....	6
Confirmation Screen.....	8
Logging On to ITAS	9
About ITAS	10
ITAS Help.....	10
ITAS Main Menu Screen	11
Dashboard.....	12
Timekeeper Actions.....	13
Employee Profile	14
Personal	15
Payroll.....	16
Assign an Employee Disabled Veteran Leave Eligibility	17
Add Separation Information for Employee	18
Tour of Duty	19
Change a Tour of Duty	20
Options Screen	22
Timecard	23
Modify Employee Timecard	25
Changing Timecard with Disabled Veteran Leave.....	26
View Employee Timecard for Prior Pay Period	27
Supplements (All Amendments)	28
Leave Request	31
Submitting Leave Request for Assigned Employees	32
Requests Disabled Veteran Leave (DVL).....	34
Removing a Leave Request	36
Telework Requests	38
Leave Transfer Program (LTP)	39
Leave Transfer Program (LTP) – DONATE	40
LTP – Accounts	41
Leave Transfer Program (LTP) Donor/Recipient from outside HHS	42
Reports	46
Reports Request.....	47
Acronyms	49

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.

Timekeeping rules and regulations can be found in the on-line HHS Timekeeping Guide, URL:
<https://intranet.hhs.gov/hr/leave-and-pay/timekeeping-guide/cover>

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
- Certify Timecard (Maxiflex Tour)
- Sign In/Sign Out (This function will not be used by HHS or may be specific to your OPDiv)
- 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
- Perform Timekeeper Duties

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
- Manage Telework
- Approve Telework
- Designate Alternates
- Execute Reports

Timekeeper

The Timekeeper role allows you to perform the following functions:

Modify the following Employee related information

- Act as Alternate
- Personal
- Payroll
- Tour of Duty
- Options
- Leave Balances
- Timecard
- Leave Requests
- Telework 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
- Telework Requests
- LTP
- Relationships

- Execute Reports
- Add New Employees
- Add New Contractors
- Add New Organizations

ITAS Administrator (THIS ROLE IS MAINTAIN AT HHS/OS/ASA/Office of the Chief Information Officer, Office of Enterprise Application Development, Rockville, MD.)

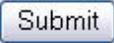
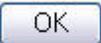
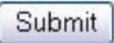
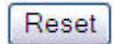
Common Features

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 
-  An "*" 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).
- A 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 as timekeeper (OPDIV Specific)
- CO - Commission Officers as leave approving official (OPDIV Specific)
- EMP - Federal Employee
- ITAS – Integrated Time and Attendance System
- 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 zeroes for single digit months and days may be omitted.
- Times must be entered as HH:MM AM/PM. Leading zeroes for hours may be omitted.
- 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 characters.
- Hours are a specific type of numeric. Partial hours must be entered in quarter hour increments of ".25", ".5", ".75". Trailing zeroes can be left off.
- Text fields can normally be any combination of letters, digits and special characters.

Screen Layout

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

The screenshot shows the ITAS web application interface. The browser address bar displays the URL: <https://training.itas.hhs.gov/hhstraining/personal.do?FUNCTION=Personal&LANID=PAN00101>. The page title is "Integrated Time and Attendance System". The user is logged in as "Employee: Andrew, Paula A.". The interface includes a left navigation menu with options like "Act as Alternate", "Dashboard", "Reports", "Change Role", "Employee", "Approving Official", "Admin Officer", "ITAS Administration", "About ITAS", "Help", and "Close". The main content area has tabs for "Personal", "Payroll", "Tour of Duty", "Options", "Timecard", "Leave Requests", "Telework Requests", and "LTP". The "Personal" tab is active, showing a form with fields for "Last Name" (Andrew), "First Name" (Paula), "Initial" (A), "Agency Code" (HHS), "SAC Code" (DEMO), "Leave Approving Official" (Trainer, Super I.), and "Timekeeper" (Trainer, Super I.). There are "OK" and "Reset" buttons at the bottom of the form. Below the form is an "Instructions" section with text: "Type over or change the selection of anyfield. 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." and a "Back to top" link. A "Help" button is located at the bottom right of the page.

- 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.

Press OK to accept changes or Cancel to reject changes.

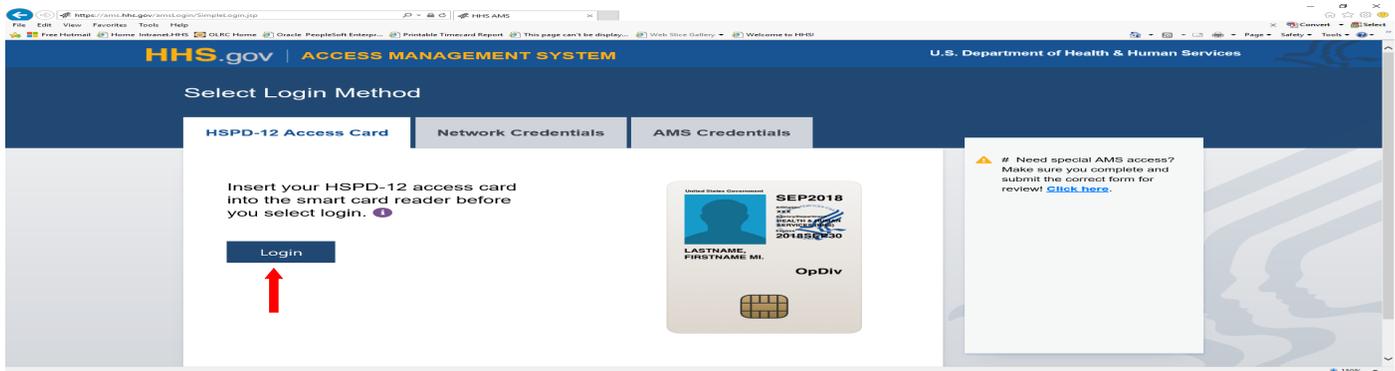
 Check here to automatically save without displaying confirmation for the duration of the session.

Logging On to ITAS

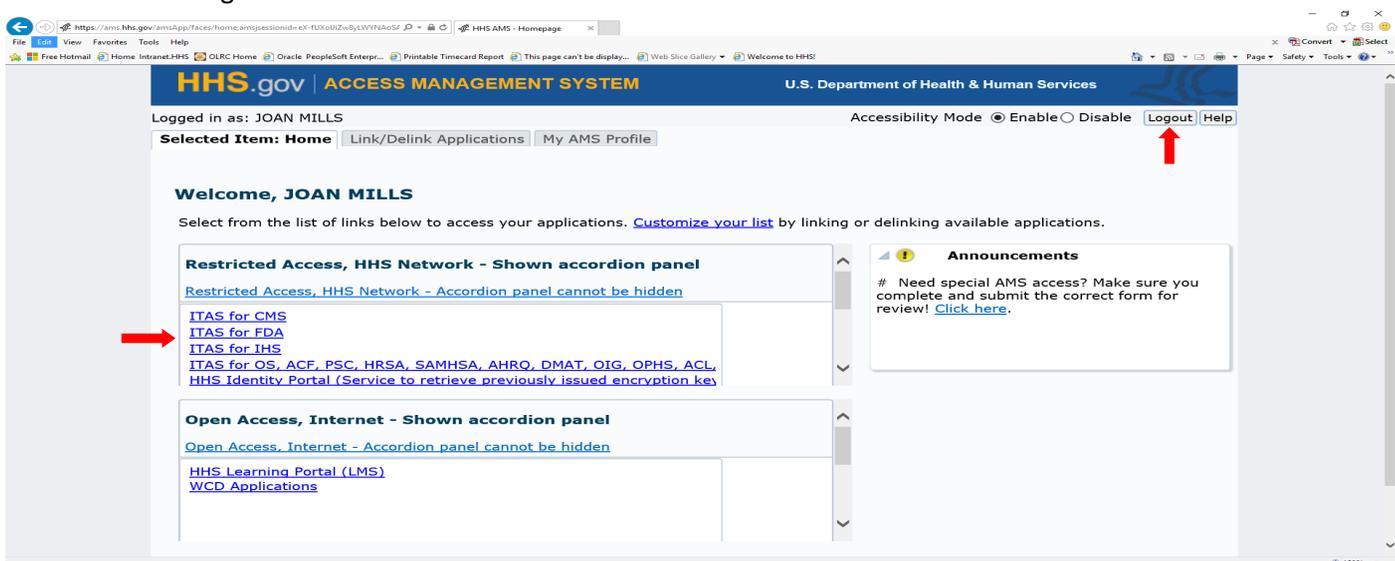
The following screens will be displayed when logging into ITAS from the

- Simplified Sign-on to ITAS
- Users will use their HSPD-12 access card to log into the Access Management System (AMS) and gain access to ITAS and other applications based on their access privileges

The AMS Homepage page will appear.



- Click on the Login button



Click on your OPDIV's to access ITAS application

ITAS Close

Logging OFF ITAS

- On the menu, click Close.
- Click Logout on AMS page.
- Close browser.
- If you require additional assistance using ITAS, contact the OHR Service Desk email them at ohrservicedesk@hhs.gov.

About ITAS

Clicking the About ITAS link in the left navigation area displays a screen with several links to useful information. These links all contain information specific to the ITAS system. Use this as a first resource for any questions about ITAS.

ITAS Help

Clicking the Help link in the left navigation area displays a screen that has additional links to useful information. These links provide information about overall rules and regulations. Use this as a resource for any questions about timekeeping rules and regulations, leave types, department policies, etc.

ITAS Main Menu Screen

Employee
Bassett, Angela

NIH ITAS Integrated Time and Attendance System

Request Leave
Request Telework
Verify Timecard
Sign In
Sign Out
Donate to VLTP
Personal
Tour of Duty

Reports
myPay
ITAS Messages

Change Role:
Timekeeper
Admin Officer

About ITAS
Help
Close

ITAS Messages

Welcome to ITAS Angela Bassett. Current Date: 08/08/2017 08:41 AM

ITAS Notice:

Visiting other websites while in ITAS is not permitted. Doing so will overlay and close your ITAS session. Reentry to ITAS will only be permitted after closing and re-opening your browser. To prevent this from occurring, you must either close ITAS or open a new tab, and either type in the new URL, or select a link from your favorites.

Very Best Regards,

Timekeeper: ECACIT.

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 and disclosure may be made to (1) W-2 forms for transmittal to IRS and State and select 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.

Change Role – click on Timekeeper

Dashboard

Role: Timekeepers

Clicking the Dashboard link on the left navigation area displays the Dashboard screen. This screen serves as entry points to all 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

The screenshot shows the ITAS (Integrated Time and Attendance System) Dashboard. The left sidebar contains navigation links for 'Timekeeper Trainer, Super I.', 'Act as Alternate', 'Dashboard', 'Reports', 'Change Role: Employee', 'Approving Official', 'Admin Officer', 'ITAS Administration', 'About ITAS', 'Help', and 'Close'. The main content area features a 'Dashboard' title, a 'Pay Period' dropdown menu set to '02/03/19-02/16/19 2019/4', a 'Select' button, a 'Display non-HHS employees' checkbox, a 'Search column' dropdown set to 'Personal', a 'Go' button, and a table of employee data. The table has columns for Personal, LAO, Payroll, Tour of Duty, Lv. Cat., Access, Timecards, Leave Requests, and Telework Rec. Red arrows point to the 'Pay Period' dropdown, the 'Select' button, the 'Display non-HHS employees' checkbox, the 'Search column' dropdown, and the 'Go' button.

Personal	LAO	Payroll	Tour of Duty	Lv. Cat.	Access	Timecards	Leave Requests	Telework Rec
<input type="checkbox"/> Andrew, Paula A.	Trainer, Super I.	DEMO	80.0	04	TK/EMP	UnApproved	Request	Request
<input type="checkbox"/> Demo, Employee	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Denvers, Delaney R.	Trainer, Super I.	ABC	80.0	08	EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Employee Four, Imam	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Employee Three, Imam	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Employee, I.H.S.	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Employee, Iman	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Employee, Regional	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Official Two, Approving L.	Trainer, Super I.	HNA	80.0	08	LAO/EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Official, IHS Approving	Trainer, Super I.	HNA	80.0	08	LAO/EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Oxmoor, Aleene	Trainer, Super I.	HNA	80.0	08	AO/TK/EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Rastogi, Rajat	Trainer, Super I.	HNA	80.0	06	EMP	UnApproved	Request	Ineligible
<input type="checkbox"/> Shgrp, Jerqan G.	Trainer, Super I.	ABC	80.0	08	EMP	UnApproved	Request	Ineligible

Set the current pay period

- Default is current pay period
- Previous pay periods select from the dropdown arrow.
- Click Select.
- The screen is refreshed with information from the selected pay period.

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

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

Search for a specific value in a column

- Select the column name from the dropdown arrow.
- 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.

Timekeeper Actions

Roles: Timekeeper

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 an Alternate TK

- Select the alternate from the dropdown list
- Click OK

Act as Alternate screen

Timekeeper
Bassett, Angela

NIH ITAS Integrated Time and Attendance System

Act as Alternate

Act As: Pulliam, Michelle R.

OK Reset

Instructions

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 Act As user and displays Dashboard for the logged in user.
- Click on left navigation area to go to different screens.

[Back to top](#)

Act as Alternate, “Acting As” screen

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

Timekeeper
Acting As Pulliam, Michelle R.

NIH ITAS Integrated Time and Attendance System

Act as Alternate

Act As: Pulliam, Michelle R.

OK Reset

Instructions

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 Act As user and displays Dashboard for the logged in user.
- Click on left navigation area to go to different screens.

[Back to top](#)

Act as yourself

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

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

Timekeeper
Bassett, Angela

NIH ITAS Integrated Time and Attendance System

Act as Alternate

Act As: Bassett, Angela

OK Reset

Instructions

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 Act As user and displays Dashboard for the logged in user.
- Click on left navigation area to go to different screens.

[Back to top](#)

Employee Profile

Roles: Admin Officer, Timekeeper

Modify Profile: To update information for existing employees.

- From the Dashboard
- To select employee, click on the employee name
- You will see first tab “Personal”
- From the Employee’s Profile to modify information, click on one of the following headings:
 - Personal – Employee Name
 - Payroll - Admin Code
 - Tour of Duty – Hours
 - Access (Options) – Emp
 - Timecard - Unapproved
 - Leave Request - Request
 - Telework Request – Ineligible/Request
 - Leave Transfer Program - LPT

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

Modifying the timecard:

- 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.
- Once you are in employee profile (i.e. Personal screen), you can **click** on the tabs at top of the page to move from one section to another.
- **Click** on the “**OK**” button to accept changes.
- You will see a **confirmation screen....click “OK”**. You also have the option currently 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

Roles: Admin Officer, Timekeeper

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

The screenshot shows the ITAS (Integrated Time and Attendance System) interface. The top header includes the NIH logo and the text 'ITAS Integrated Time and Attendance System'. Below the header, the user is identified as 'Employee: Wagner, Rickilyn'. A navigation bar contains tabs for 'Personal', 'Payroll', 'Tour of Duty', 'Options', 'Timecard', 'Leave Requests', 'Telework Requests', and 'LTP'. The 'Personal' tab is active. On the left, a sidebar menu lists various roles and options, including 'Act as Alternate', 'Dashboard', 'Reports', 'Change Role: Employee', 'Approving Official', 'Admin Officer', 'ITAS Administration', 'About ITAS', 'Help', and 'Close'. The main content area displays the following information and form fields:

- SSN: xxxxx0234
- LAN ID: RWA00234
- Last Name: Wagner*
- First Name: Rickilyn*
- Initial: []
- Agency Code: HHS*
- SAC Code: HNA*
- Leave Approving Official: Trainer, Super I.*
- Timekeeper: Trainer, Super I.*
- Email Address: rickilyn.wagner@test.hhs.gov
- FLSA Employee:

At the bottom of the form are 'OK' and 'Reset' buttons.

Change an employee's personal information

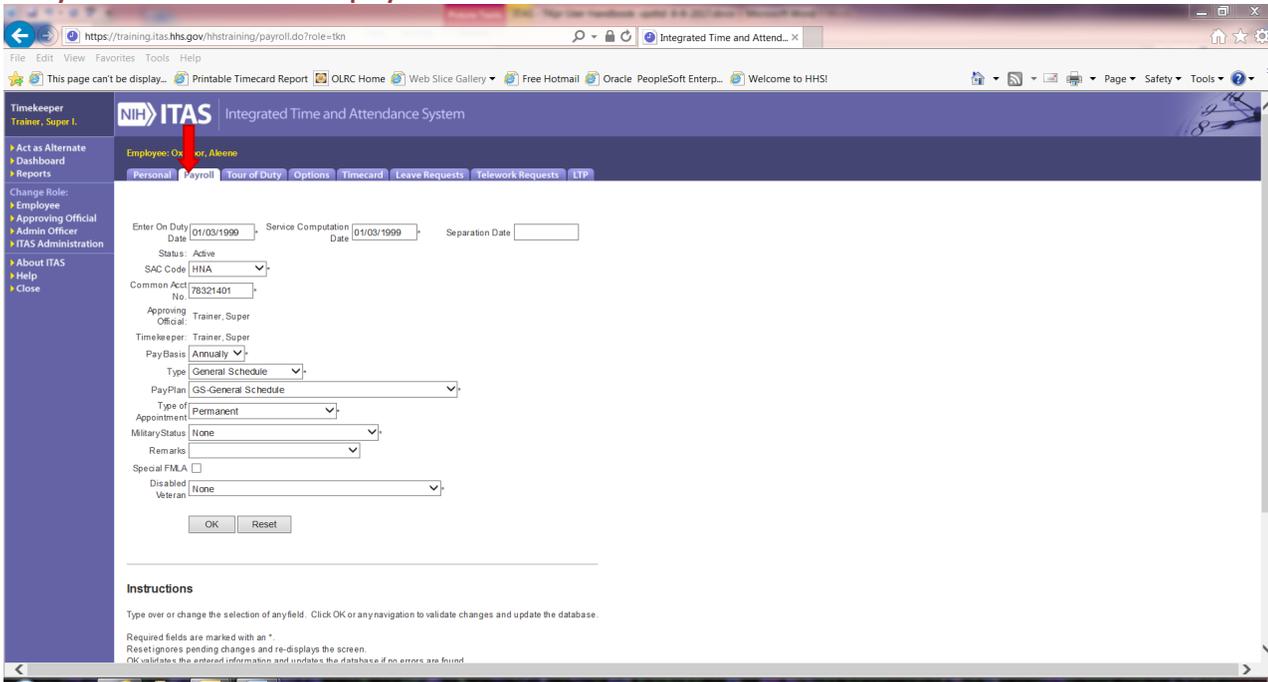
- On the dashboard, find the appropriate employee and click on the Name to get to the Personal screen.
- Overtyping information or selecting the information from a drop-down arrow to change.
- Click OK to accept changes or Reset to ignore.

Payroll

Roles: Admin Officer, Timekeeper

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



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.
- Click OK to accept changes or Reset to ignore.

Valid Screen information:

Enter on Duty Date	Valid date	The effective date of the employee's appointment
Service Computation Date	Valid date	Service Computation Date - used to calculate the employee's annual leave category, except for SES employees.
Separation Date	Valid date or blank	Date the employee was no longer employed at HHS.
SAC Code	Select SAC Code	Standard Accounting Code
Common Acct No	Enter CAN Code	8-digit account number associated with the current fiscal year.
Approving Official	Display only	Assigned on Personal screen.
Timekeeper	Display only	Assigned on Personal screen.
Pay Basis	Select pay Basis	The period for which the employee's salary is calculated.
Type	Select pay Type	The Federal employment system of pay for which the employee is assigned.
Pay Plan	Select Pay Plan	The employee's pay plan which is correlated to the employee's pay type.
Type of Appointment	Select Type of Appointment	Checked against other pay and appointment fields. Only certain combinations are valid.
Military Status	Select Military Status if applicable	Denotes the EMP's military status.
Remarks	Select when separating	Standard remarks for separation reasons.
Special FMLA	Check Box	Grants employee an additional 26 weeks of FMLA leave. An employee must have completed at least 12 months of service.
Disabled Veteran hired on or after November 5, 2016	Select DV status if applicable	Disabled Veteran Leave account is created, and 104 hours becomes available upon setting employee's eligibility
OK	Button / Click	Validates changes and applies updates, if no errors are

Assign an Employee Disabled Veteran Leave Eligibility

Roles: Admin Officer, Timekeeper

ASSIGNING EMPLOYEE DISABLED VETERAN LEAVE ELIGIBILITY

The system must allow a Timekeeper (TK) or Administrative Officer (AO) to set employee's Disabled Veteran eligibility as follows:

- None
- First time federal employee
- Returning from a break in service of at least 90 days
- Returning from a break in service due to military service

Assigning Disabled Veteran Leave eligibility to an employee by performing the following steps:

- Click on Employee's name.
- From the Dashboard, click the link in the Payroll column for an employee.
- Make note of the employee's current Disabled Veteran eligibility.
- Select the correct Disabled Veteran eligibility reason.
- Click the OK button to save the change.

Note: A Disabled Veteran Leave account is created, and 104 hours becomes available upon setting employee's eligibility

Payroll Screen

Employee: Mouse, Mickey

Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests Telework Requests LTP LB Relationships

Enter On Duty Date: 11/27/2016 Service Computation Date: 11/27/2016 Separation Date:

Status: Active

SAC Code: HNC7K

Common Asst No.: 71111111

Approving Official: Bond, James

Timekeeper: Lane, Lois

Pay Basis: Annually

Type: General Schedule

Pay Plan: AD-Administratively Determined

Type of Appointment: Temporary

Military Status: None

Remarks:

Special FMLA:

Disabled Veteran: First time federal employee

OK Reset

Instructions

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 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.

[Back to top](#)

Add Separation Information for Employee

Roles: Admin Officer, Timekeeper

Add Separation Information: USE ONLY IF EMPLOYEE HAS SEPARATED FROM YOUR OPDIV, HHS, or the FEDERAL GOVERNMENT. Date the employee was no longer employed by your OPDIV and/or HHS.

NOTE: Employees 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.

- From Dashboard
- To select an employee, click on 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.
- **Click** on the **Separation Date** field and enter employee’s separation date.

Payroll Screen

The screenshot shows the ITAS (Integrated Time and Attendance System) interface. The user is logged in as a Timekeeper (Trainer, Super I.). The employee profile for Wagner, Rickilyn is displayed. The 'Payroll' tab is selected. The 'Separation Date' field is empty and highlighted with a red arrow. The 'Remarks' dropdown menu is also highlighted with a red arrow. The 'Enter On Duty Date' is 01/21/1996 and the 'Service Computation Date' is 01/15/1980. The 'Status' is Active, 'SAC Code' is HNA, and 'Common Act No.' is 78321401. The 'Type of Appointment' is Permanent and 'Military Status' is None. The 'Remarks' field is currently empty.

- Click on the **Remarks** field drop down arrow and **click** on the appropriate remark.
- Click “**OK**” to save your changes.
- 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. If you separate employee by mistake or employee returns to work at HHS; you must notify the ITAS Coordinator to have them “Unseparate” the employee in ITAS.

NOTE: Supervisor to Employee and Timekeeper to Employee relationships cannot be removed until all employees assigned to them have a new relationship created and the current relationship will exist until the next pay period. Remember to remove any alternates assigned to Supervisor or Timekeeper also.

Tour of Duty

Roles: Admin Officer, Timekeeper

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

Employee: Wagner, Rickilyn

Pay Period: 12/08/19-12/21/19 2019/26 Use to review tour of duty for the selected pay period.

Tour Type: Variable Work Schedule

Earn Credit Hours

Start/Stop Times Required

Sign In/Sign Out Required

Term Type: Full-Time

Tour Hours: 80.0

Last Tour of Duty Change: 2014/3

Next Tour of Duty Change: 12/08/19-12/21/19 2019/26

Changes in Future Tour of Duty: None

Special Pay Rate: None Shift: REG - Regular

Sick Leave: 0 4*

Annual Leave: 0 4 6 8*

Official Duty Station: HHS Bldg (HHS Site)

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 checked="" type="checkbox"/>	<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 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
Total Base	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 Exempt															0.0

Change a Tour of Duty

Roles: Admin Officer, Timekeeper

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

- From the Dashboard.
- Select an employee 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 their **Personal** screen of the profile and then **click** on **Tour of Duty** tab.
- Display Tour Information for the effective pay period
- Click on the Tour Type drop down arrow and select the new Tour Type
- Click GO to pre-fill the rest of the screen with information specific to the selected Tour Type
- 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.
- Click on Term Type drop down arrow and click on the Term Type. Press the Tab key. If correct just tab to next field.
- 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 or change to new hours. Press the tab key.
- 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.
- Verify or select the Special Pay Rate.
- Verify or select the Shift.
- Verify the Meal Breaks.
- Verify Leave accrual rates.
- 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, VARIABLE or Maxiflex work schedule.*
- 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.
- 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.
- 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

Timekeeper: Bassett, Angela
Employee: Dick, Madhuri
Type: Regular Telework Type: N/A Pay Period: 2017/16 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		07:30AM	07:30AM	07:30AM	07:30AM	07:30AM			07:30AM	07:30AM	07:30AM	07:30AM	07:30AM	
Stop		04:00PM	04:00PM	04:00PM	04:00PM	04:00PM			04:00PM	04:00PM	04:00PM	04:00PM	04:00PM	
Start														
Stop														

More

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.
If needed, click the Tour of Duty button to return to the regular Tour of Duty display.
Required fields are marked with an *.

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

Timekeeper: Angela Bassett
Employee: Summer, Donna
Type: OT Earned-ARSOT Pay Period: 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

Roles: Admin Officer, Timekeeper

Timekeeper
Trainer, Super I.

NIH ITAS Integrated Time and Attendance System

Employee: Wagner, Rickilyn

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

Change Role:
Employee
Approving Official
Admin Officer
ITAS Administration

About ITAS
Help
Close

Access Level

Leave Approving Official

Timekeeper TK Number 01037

Administrative Officer

ITAS Administration

OK Reset

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 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.

- From the Dashboard.
- Select an employee and then scroll over to Options tab and click on Emp. **OR** you can click on Employee name which take you to their **Personal** screen, then click on "Options" tab.
- 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.
- **Click** on the "OK" button to save your changes and you will be directed to the confirmation screen to complete the process.
Click the **Dashboard** to close profile.

NOTE: If removing the TK/LAO privilege, there can be no employees or alternates assigned to them.

Timecard

Roles: Admin Officer, Timekeeper

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

The screenshot shows the ITAS (Integrated Time and Attendance System) interface. The user is logged in as Jenny Wind. The pay period is 02/03/19-02/16/19 2019/4. The employee's SSN is 999-06-0000, SAC is HNA, and Abbr is OD. The timecard grid shows 9.0 hours for Regular time on most days.

Type	Su 02/03	M 02/04	Tu 02/05	W 02/06	Th 02/07	F 02/08	Sa 02/09	Su 02/10	M 02/11	Tu 02/12	W 02/13
Change Indicators											
Tour Hours		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0
AM Core											
PM Core											
Regular		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0
Annual Leave											

Timecard screen, leave types expanded

The screenshot shows the ITAS Timecard screen with the 'Other' section expanded. This section includes various leave types such as Holiday Leave, Excused Absence, Furl. Lapsed Appr, Furlough-Other, Leave Without Pay, Suspension, and AWOL. The timecard grid shows 9.0 hours for Regular time on most days.

Type	Su 02/03	M 02/04	Tu 02/05	W 02/06	Th 02/07	F 02/08	Sa 02/09	Su 02/10	M 02/11	Tu 02/12	W 02/13
Change Indicators											
Tour Hours		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0
AM Core											
PM Core											
Regular		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0
Annual Leave											
Sick Leave											
Other											
Holiday Leave											
Excused Absence											
Furl. Lapsed Appr											
Furlough-Other											
Leave Without Pay											
Suspension											
AWOL											
Total Base	0.0	9.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	9.0
OT-Irregular Earned											
Holiday Pay											
Comp Time-Earned											

Timecard screen, pay types expanded

The screenshot shows a web browser window with the URL <https://training.itsas.hhs.gov/hhstraining/timecards/TimecardsAction.do?FUNCTION:>. The page title is "Integrated Time and Attendance". The main content is a table with columns for dates and rows for various pay types. The "Regular" row shows 9.0 hours for each of the first seven dates. The "Total Base" row shows 0.0 for the first date and 9.0 for the remaining seven dates. Other pay types like "Annual Leave", "Sick Leave", "OT-Irregular Earned", "Holiday Pay", "Comp Time-Earned", "Night Diff", "Sun/Sat Diff", "OT Earned-ARSOT", "OT-Substitute Hours", "OT-Suffer&Permit", "OT-Travel Earned", "OT-Training Earned", "Rel Comp-Earned", "Comp Time for Travel (CTT)-Earned", and "Call Back Earned" all show 0.0 hours.

Pay Type	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14
Regular	9.0	9.0	9.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	
Annual Leave												
Sick Leave												
Other												
Total Base	0.0	9.0	9.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	
OT-Irregular Earned												
Holiday Pay												
Comp Time-Earned												
Other												
Night Diff												
Sun/Sat Diff												
OT Earned-ARSOT												
OT-Substitute Hours												
OT-Suffer&Permit												
OT-Travel Earned												
OT-Training Earned												
Rel Comp-Earned												
Comp Time for Travel (CTT)-Earned												
Call Back Earned												

Timecard Hours Detail screen

The screenshot shows the "Timecard Hours Detail" screen for Employee: Wind, Jenny. The page title is "Integrated Time and Attendance System". The employee's name is "Employee: Wind, Jenny". The screen shows a table of hours for the pay period of 2019/4. The table has columns for dates from 02/03 to 02/14. The "Day Total" row shows 0.0 for 02/03, 9.0 for 02/04-02/08, 0.0 for 02/09, 9.0 for 02/10-02/13, and 8.0 for 02/14. The "AM Core" and "PM Core" rows are empty. The "Start Stop" row shows start and stop times for each day: 07:30AM to 04:30PM for 02/04-02/08, and 07:30AM to 03:30PM for 02/14. The "Pay Period Total: 80.0" is displayed. There are buttons for "More", "Timecard", "OK", and "Reset".

	Su 02/03	M 02/04	Tu 02/05	W 02/06	Th 02/07	F 02/08	Sa 02/09	Su 02/10	M 02/11	Tu 02/12	W 02/13	Th 02/14
Type: Regular												
Telework Type: N/A												
Pay Period: 2019/4												
Pay Period Total: 80.0												
Change Indicators												
Day Total	0.0	9.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	9.0	8.0
AM Core												
PM Core												
Start Stop		07:30AM 04:30PM	07:30AM 04:30PM	07:30AM 04:30PM	07:30AM 04:30PM	07:30AM 04:30PM			07:30AM 04:30PM	07:30AM 04:30PM	07:30AM 04:30PM	07:30AM 03:30PM
Start Stop												

Modify Employee Timecard

Roles: Admin Officer, Timekeeper.

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.

- From the Dashboard.
- Select an employee 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**”.
- You will see a timecard for the selected employee, which display their tour hours and any extra work hours or leave already recorded.
- 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.
- 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.
- You must also restore regular hours according to his/her work schedule for that day, if you are removing leave hours.
- 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.

Changing Timecard with Disabled Veteran Leave

Roles: Admin Officer and Timekeeper

DISABLED VETERAN LEAVE ON TIMECARD

Clicking the value in the Timecard column on the Dashboard or clicking the Timecard tab in the employee's profile displays the Timecard screen. TK/AO can remove or reduce Disable Veteran Leave hours from current or past timecard.

The following rules apply:

- Disable Veteran Leave hours are not allowed to be added directly onto the timecard.
- Disable Veteran Leave hours can be reduced or removed from the timecard.
- Disable Veteran Leave time be in 15-minute increments.

TIMECARD

Employee: Mouse, Mickey

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

Pay Period: 03/05/17-03/18/17 2017/6

SSN: 010-22-2332 SAC: HNC7K Abbr: NCI DBS LHC

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 04 PP: 2017/6

Annual Leave 4.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 4.0 FFL Used 0.0 LB Donated YTD 0.0
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VLTP Donated YTD 0.0 LB Leave 0.0
 Projected AL 88.0 Rel Comp Time 0.0 Rel Comp Time Charged 0.0 Use of Lose 0.0 VLTP Leave 0.0 DV Leave 72.0

Type	Su 03/05	M 03/06	Tu 03/07	W 03/08	Th 03/09	F 03/10	Sa 03/11	Su 03/12	M 03/13	Tu 03/14	W 03/15	Th 03/16	F 03/17	Sa 03/18	Supps	Total
Change Indicators		I	I													
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core																
PM Core																
Regular		4.0	4.0	8.0	8.0	8.0			8.0	8.0	8.0				4.0	56.0
Annual Leave																0.0
Sick Leave																0.0
Disabled Veteran Leave 01/28/2017		4.0	4.0									8.0	8.0		-4.0	24.0
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
Holiday Pay																0.0
Comp Time-Earned																0.0
Other																0.0

Supplements entered in the pay period : 2017/6

Supplement For	PP Affected	Type	Hours	Start Time	End Time	Date Processed	By Whom	Telework
03/03/2017	2017/6	Regular	4.0	7:30AM	11:30AM	03/06/2017	Lane, Lois	No
03/03/2017	2017/6	Disabled Veteran Leave	-4.0	12:00PM	4:00PM	03/06/2017	Lane, Lois	N/A

OK Reset

Employee: Mouse, Mickey

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

Type: Disabled Veteran Leave 01/28/2017 Pay Period: 2017/6 Pay Period Total: 24.0

	Su 03/05	M 03/06	Tu 03/07	W 03/08	Th 03/09	F 03/10	Sa 03/11	Su 03/12	M 03/13	Tu 03/14	W 03/15	Th 03/16	F 03/17	Sa 03/18
Change Indicators		I	I											
Day Total	0.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0	8.0	0.0
Start		07:30AM	07:30AM									07:30AM	07:30AM	
Stop		11:30AM	11:30AM									04:00PM	04:00PM	
Start														
Stop														

More

Timecard OK Reset

View Employee Timecard for Prior Pay Period

Roles: Admin Officer, Timekeeper

Viewing Timecards:

- From the Dashboard or the Timecard Screen
- Click on the down arrow button in the pay period box and select appropriate pay period.
- Click on the "Select" button
- Select an employee and then scroll over to Timecard 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
- Timecard for pay period selected will be displayed

Prior Pay Period Timecard:

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

The screenshot shows the ITAS interface for Jenny Wind. The 'Timecard' tab is selected. The pay period is set to 01/06/19-01/19/2019/2. The timecard grid shows 9.0 hours for Tour Hours, AM Core, PM Core, and Regular categories across the days 01/06 to 01/16.

Type	Su 01/06	M 01/07	Tu 01/08	W 01/09	Th 01/10	F 01/11	Sa 01/12	Su 01/13	M 01/14	Tu 01/15	W 01/16
Change Indicators											
Tour Hours		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0
AM Core											
PM Core											
Regular		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0

Supplements (All Amendments)

Roles: Admin Officer, Timekeeper

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:

- From the Dashboard or Timecard screen.
- Click the down arrow key in the Pay Period box and click on the appropriate pay period.
- Click the “**Select**” button.
- Select an employee and then scroll over to Timecard 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
- Timecard for pay period selected will be display
- **Click on the day you would like to process the supplement** for additional hours worked for a prior pay period.
- **Click on the desired category of hours or leave types**. Click the “+” to show more leave or hours type.
- To add additional hours worked to the timecard **click on day and type** of additional hours. Type in number of **hours** worked.
- Click the “OK” button to save and you will be directed to start/end time’s screen.
- 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.
- Click on the “OK” button to save changes.
- Scroll to bottom of timecard to **view** supplement.
- To return to current pay period.....Scroll to top of timecard.
- **Click on the down arrow key in Pay Period** box and **select** the current pay period.
- **Click** the ‘Select’ button.
- Scroll to bottom of timecard to **review** supplement in current pay period.
- 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:

Timekeeper
Trainer, Super I.

Employee: Denvers, Delaney R.

Pay Period: 01/06/19-01/19/19 2019/2

SSN: 999-99-9988 SAC: ABC Abbr: HHS-ABC

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 08 PP: 2019/2

Type	Su 01/06	M 01/07	Tu 01/08	W 01/09	Th 01/10	F 01/11	Sa 01/12	Su 01/13	M 01/14	Tu 01/15	W 01/16
Change Indicators		*		*							
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0
AM Core											
PM Core											
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0

Annual Leave 248.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 1762.0 FFL Used 0.0 LB Donated YTD 0.0
 Restored AL 0.0 Comp Time 0.0 Comp Time Lost 0.0 Adv Sick Leave 0.0 V.LTP Donated YTD 0.0 LB Leave 0.0
 Projected AL 200.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 208.0 V.LTP Leave 0.0 DV Leave 0.0

Applied For	PP Applied To	Type	Hours	Original	Modified To	Start Time	End Time	Date Processed	By Whom	Telework
01/07/2019	2019/2	OT-Irregular Earned	2.0	0.0	2.0	4:00PM	6:00PM	02/06/2019	Trainer, Super I.	N/A
01/09/2019	2019/2	OT-Irregular Earned	2.0	0.0	2.0	4:00PM	6:00PM	02/06/2019	Trainer, Super I.	N/A

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

Modify the employee’s previous Pay Period hours

- Click on **Timecard** tab.
- Select the pay period from the dropdown and click “Select”.
- Modify hours using the example above.

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 information in current pay period:

Employee: Derivers, Delaney R.

Pay Period: 02/03/19-02/16/19 2019/4

SSN: 999-99-9988 SAC: ABC Abbr: HHS-ABC

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 08 PP: 2019/4

Annual Leave 256.0	Credit Hours 0.0	Credit Hours Lost 0.0	Sick Leave 1766.0	FPL Used 0.0	LB Donated YTD 0.0
Restored AL 0.0	Comp Time 0.0	Projected Comp Time Lost 0.0	Adv Sick Leave 0.0	VLTP Donated YTD 0.0	LB Leave 0.0
Projected AL 192.0	Rel. Comp Time 0.0	Rel. Comp Time Charged 0.0	Use or Lose 208.0	VLTP Leave 0.0	DV Leave 0.0

Type	Su 02/03	M 02/04	Tu 02/05	W 02/06	Th 02/07	F 02/08	Sa 02/09	Su 02/10	M 02/11	Tu 02/12	W 02/13	Th 02/14	0
Change Indicators													
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	
AM Core													
PM Core													
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0
Annual Leave													
Sick Leave													
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	

Supplement For	PP Affected	Type	Hours	Start Time	End Time	Date Processed	By Whom	Telework
01/07/2019	2019/2	OT-Irregular Earned	2.0	4:00PM	6:00PM	02/06/2019	Trainer, Super I.	N/A
01/09/2019	2019/2	OT-Irregular Earned	2.0	4:00PM	6:00PM	02/06/2019	Trainer, Super I.	N/A

Remove a pending supplement

- Click on **Timecard** tab.
- Select the pay period from the dropdown and click "Select".
- Clear the pending changes by restoring original information.
- 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.

Removal of Supplemental Data

- Click on Employee's name and then the Timecard tab
- Select the Pay Period in which the supplement was process
- Click on date and day of the original post and enter zero (0)
- Remember to delete hours worked from hours detail screen
- Click okay to process and confirm change.
- Supplemental data is removed from timecard.

Process a new Supplement to add the correct information for that pay period.

Leave Request

Roles: Admin Officer, Timekeeper

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. This should be on rare occasions when employee is unable to request their own leave.

Leave Requests, regular view

Leae Request

Employee: Allen, Gail

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](#)

Leave type	Balance	Hours	Remark
Annual Leave	376.0	<input type="text"/>	0.0 Projected: 72.0
Sick Leave	1339.0	<input type="text"/>	0.0
Comp Time	0.0	<input type="text"/>	0.0

Leave Comments:

Existing Requests

Leave Requests, expanded view

Leave type	Balance	Hours	Remark
Annual Leave	376.0	<input type="text"/>	0.0 Projected: 72.0
Sick Leave	1339.0	<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	<input type="text"/>	0.0
FMLA - Annual Leave		<input type="text"/>	0.0 Birth of a child/care of a newborn
FMLA - Sick Leave		<input type="text"/>	0.0 Birth of a child/care of a newborn
FMLA - LWOP		<input type="text"/>	0.0 Birth of a child/care of a newborn
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 - child birth
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
Time-Off Incentive	10.0	<input type="text"/>	0.0
Leave Without Pay		<input type="text"/>	0.0

Leave Comments:

Existing Requests: There are no existing requests

Submitting Leave Request for Assigned Employees

Roles: Admin Officer, Timekeeper

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 timecard 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. Under the Family and Medical Leave Act (FMLA), Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period. An employee must have completed at least 12 months of service (not required to be consecutive and not required to be at the same agency) as a covered Federal employee (generally, an employee at an executive agency) in order to be entitled to FMLA leave. However, an agency may still provide a new employee not eligible for FMLA with an FMLA like benefit.

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 Customer Care 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

- From the Dashboard.
- Select an employee 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.
- To request leave

INSTRUCTION:

- **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 tour hours.
 - Select Leave type, Annual, Sick Leave, etc.
 - Enter number of hours
 - Enter a comment if needed.
 - Click OK.
- **Partial Day Request, AL, SL, LWOP**

- Fill in the Start Date.
 - 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 hours next to leave type
 - Enter a comment if needed.
 - Click OK.
-
- **Requests, combined or other types**
 - Click the **“+”** 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.
- **Request COP Leave**
 - Click the **“+”** 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.
- **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.

Requests Disabled Veteran Leave (DVL)

Roles: Admin Officer and Timekeeper

DISABLED VETERAN LEAVE REQUESTS

Clicking the value in the Leave Requests column on the Dashboard or clicking the Leave Requests tab in the employee's profile displays the Leave Request screen. Requests can be submitted for a past, future, and current pay period but must be between Effective and Expiration dates. Requests can be submitted for a partial or full day or multiple days.

The following rules apply:

- Leave to be requested for available amount of DVL hours.
- Leave to be requested within DVL effective and expiration date.
- Leave requires that leave time be in 15-minute increments.
- Leave to be requested for four hours only.

LEAVE REQUEST

Employee: Mouse, Micky

Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests Telework Requests LTP LB Relationships

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	0.0	0.0	Projected: 96.0
Sick Leave	0.0	0.0	
Comp Time	0.0	0.0	
Religious Comp Time		0.0	
Comp Time for Travel (CTT)	0.0	0.0	
Disabled Veteran Leave 01/08/2017	106.0	0.0	
Family Friendly Leave	0.0	0.0	Care of family member - child birth
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

Existing Requests
There are no existing requests

Click the + button to show the Leave Request expanded view.

Full Day Request

- Fill in the Start and End Dates. Full day requests **do not** require an end date. The system will assign the time from the regular tour hours.
- Enter the Hours next to the Leave Type.
- Enter a comment if needed.
- Click OK.

Partial Day Request

- Fill in the Start Date.
- Fill in the Start Time.
- Select AM or PM.
- Enter either the Number of Hours or the Stop Time (AM or PM must be selected for Stop Time).
- Click Calculate Hours to fill in the missing number of leave hours
- Enter a comment if needed.
- Click OK.

CANCEL EXISTING REQUESTS

Employee: Mouse, Micky

Personal Payroll Tour of Duty Options Timecard Leave Requests Telework 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	0.0	<input type="text"/>	Projected: 96.0
Sick Leave	0.0	<input type="text"/>	
Comp Time	0.0	<input type="text"/>	

Leave Comments

Existing Requests

Delete	Leave Type	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Disabled Veteran Leave	01/08/2017	8.0	02/15/2017	7:30AM	4:00PM	Pending
<input type="checkbox"/>	Disabled Veteran Leave	01/08/2017	8.0	02/16/2017	7:30AM	4:00PM	Pending
<input type="checkbox"/>	Disabled Veteran Leave	01/08/2017	8.0	02/17/2017	7:30AM	4:00PM	Pending

- Scroll down to the Existing Requests section.
- Check the Delete box(s) next to the requests.
Click the OK button.

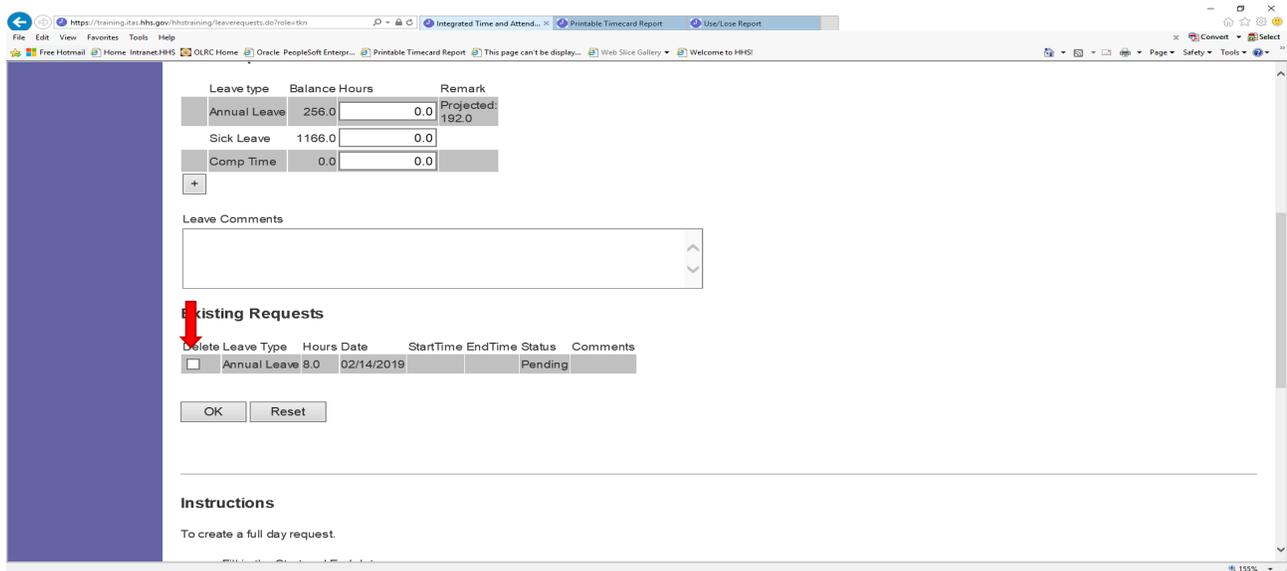
Removing a Leave Request

Roles: Admin Officer and Timekeeper

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



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

Employee: Wind, Jerry

Pay Period: 07/23/17-08/05/17 2017/16

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 08 PP: 2017/16

Annual Leave 343.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 1006.0 FFL Used 0.0 LB Donated YTD 0.0
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VLT/PT Donated YTD 0.0 LB Leave 0.0
 Projected AL 96.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 199.0 VLT/PT Leave 0.0

Type	Su 07/23	M 07/24	Tu 07/25	W 07/26	Th 07/27	F 07/28	Sa 07/29	Su 07/30	M 07/31	Tu 08/01	W 08/02	Th 08/03	F 08/04	Sa 08/05	Supps	Total
Change Indicators		T														
Tour Hours		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0	8.0				80.0
AM Core																
PM Core																
Regular			9.0	9.0	9.0	9.0			9.0	9.0	9.0	8.0				71.0
Annual Leave		0.0														9.0
Sick Leave																0.0
Other																0.0
Total Base	0.0	9.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	9.0	8.0	0.0	0.0	0.0	80.0
OT-irregular Earned																0.0
Holiday Pay																0.0
Comp Time																0.0

Annual leave deleted from timecard.

Integrated Time and Attendance System

Employee: Wind, Jerry

Pay Period: 07/23/17-08/05/17 2017/16

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 08 PP: 2017/16

Annual Leave 343.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 1006.0 FFL Used 0.0 LB Donated YTD 0.0
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VLT/PT Donated YTD 0.0 LB Leave 0.0
 Projected AL 96.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 199.0 VLT/PT Leave 0.0

Type	Su 07/23	M 07/24	Tu 07/25	W 07/26	Th 07/27	F 07/28	Sa 07/29	Su 07/30	M 07/31	Tu 08/01	W 08/02	Th 08/03	F 08/04	Sa 08/05	Supps	Total
Change Indicators		T														
Tour Hours		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0	8.0				80.0
AM Core																
PM Core																
Regular			9.0	9.0	9.0	9.0			9.0	9.0	9.0	8.0				71.0
Annual Leave																9.0
Sick Leave																0.0
Other																0.0
Total Base	0.0	9.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	9.0	8.0	0.0	0.0	0.0	80.0
OT-irregular Earned																0.0
Holiday Pay																0.0
Comp Time																0.0

Regular hours added back to timecard

Integrated Time and Attendance System

Employee: Wind, Jerry

Pay Period: 07/23/17-08/05/17 2017/16

Approved by: Transmitted On: Tour Hours: 80.0 Annual Leave Category: 08 PP: 2017/16

Annual Leave 343.0 Credit Hours 0.0 Credit Hours Lost 0.0 Sick Leave 1006.0 FFL Used 0.0 LB Donated YTD 0.0
 Restored AL 0.0 Comp Time 0.0 Projected Comp Time Lost 0.0 Adv Sick Leave 0.0 VLT/PT Donated YTD 0.0 LB Leave 0.0
 Projected AL 96.0 Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Use or Lose 199.0 VLT/PT Leave 0.0

Type	Su 07/23	M 07/24	Tu 07/25	W 07/26	Th 07/27	F 07/28	Sa 07/29	Su 07/30	M 07/31	Tu 08/01	W 08/02	Th 08/03	F 08/04	Sa 08/05	Supps	Total
Change Indicators		T														
Tour Hours		9.0	9.0	9.0	9.0	9.0			9.0	9.0	9.0	8.0				80.0
AM Core																
PM Core																
Regular			9.0	9.0	9.0	9.0			9.0	9.0	9.0	8.0				71.0
Annual Leave																9.0
Sick Leave																0.0
Other																0.0
Total Base	0.0	9.0	9.0	9.0	9.0	9.0	0.0	0.0	9.0	9.0	9.0	8.0	0.0	0.0	0.0	80.0
OT-irregular Earned																0.0
Holiday Pay																0.0
Comp Time																0.0

Telework Requests

Roles: Admin Officer and Timekeeper

Clicking the value in the Telework Request column on the Dashboard or clicking the Telework Request tab once in the employee's profile, displays the Telework Request screen. Requests can be submitted for a past, current or future pay periods. Requests can be submitted for a partial day, a full day or multiple days. Individual Telework Requests must be completed before proceeding to the next. An email is automatically sent to the employee's LAO and the Employee each time a Telework Request is submitted.

Telework Requests screen

Timekeeper
Cruise, Tom

Act as Alternate
Dashboard
Reports

Change Role:
Employee
About ITAS
Help
Close

NH ITAS Integrated Time and Attendance System

Employee: Duck, Donald G.

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

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

*Start Date: End Date:

For partial day of telework day,
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](#)

*Telework Location:

Telework Comments

Existing Telework Requests

Delete	Location	Hours	Date	StartTime	EndTime	Status	Comments
<input type="checkbox"/>	Telework Center	8.0	04/25/2014	7:30AM	4:00PM	Pending	This is a test

OK Reset

Full Day Ad Hoc Telework Request

- 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 tour hours.
- Select Telework Location.
- Enter a comment if needed.
- Click OK.

Partial Day Ad Hoc Telework Request

- Fill in the Start Date.
- Fill in the Start Time.
- Select AM or PM.
- Enter either the Number of Hours or the Stop Time (AM or PM must be selected if Stop Time is selected).
- Click Calculate Hours to fill in the missing Number of Hours or Stop Time.
- Select Telework Location.
- Enter a comment if needed.
- Click OK.

Remove Ad Hoc Telework Request(s)

- Scroll down to the Existing Telework Requests section.
- Click the check box next to the telework request(s) to delete.
- Click OK button.

Leave Transfer Program (LTP)

Roles: Admin Officer, Timekeeper

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 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

Timekeeper
Trainer, Super I.

NIH ITAS Integrated Time and Attendance System

Employee: Oxmoor, Aleene

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

Change Role:
Employee
Approving Official
Admin Officer
ITAS Administration

About ITAS
Help
Close

Agency: HHS

Donations

Available Annual Leave hours for donation : 304.0
Available Restored Annual Leave hours for donation : 0.0

Total donated Annual Leave hours : 0.0
Total donated Restored Annual Leave hours : 0.0

Name Reason Org
Select a Name Reason Org

Hours Type
Select an Hour Type

Hours
Date
05/03/2018

Accounts

Reason
Select a Reason

Emergency Type
Select an Emergency Type

Begin Date
End Date

OK Reset

Leave Transfer Program (LTP) – DONATE

Roles: Admin Officer, Timekeeper

Leave Transfer Program – covers employees 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 Customer Care 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.

LTP - Donate Leave

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

NOTE: Donated Hours must be in 1-hour increments.

- ITAS defaults date to current date.
- Click OK.
- The new donation line is displayed on the Donate Leave screen.

Timekeeper
Trainer, Super I.

NIH ITAS Integrated Time and Attendance System

Employee: Oxmoor, Aleene

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

Agency: HHS

Donations

Available Annual Leave hours for donation : 304.0
Available Restored Annual Leave hours for donation : 0.0

Total donated Annual Leave hours : 0.0
Total donated Restored Annual Leave hours : 0.0

Name	Reason	Org	Emergency Type	Hours Type	Hours	Date	Status	Delete
Bellman, Patti	Serious Medical	HNA	Personal Medical	Emergency Annual Leave	8.0	05/03/2018	Pending	<input checked="" type="checkbox"/>

Accounts

Reason Emergency Type Begin Date End Date

Select a Reason Select an Emergency Type

OK Reset

Delete a pending donation

- Check the Delete box at the end of the donation line(s) to delete. You can only delete pending donations.
- Click OK.
- Click OK on the Confirmation screen.
- The Donate to VLTP screen is redisplayed without the donation line item.

LTP – Accounts

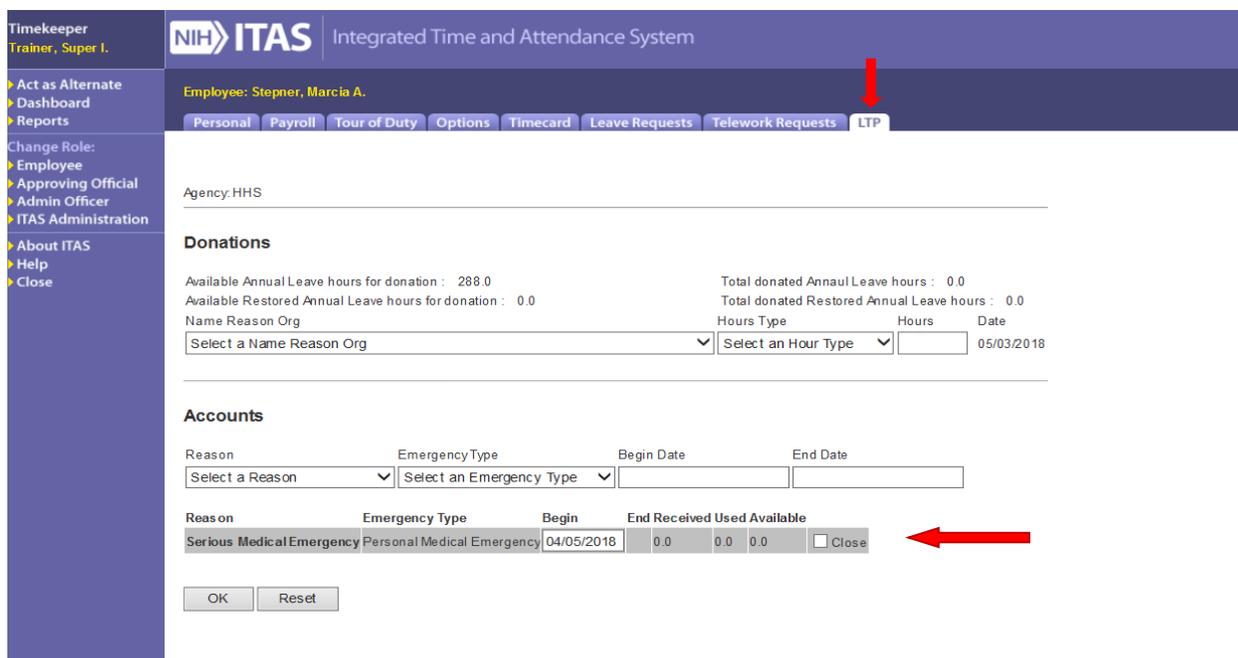
Roles: Admin Officer and Timekeeper

Set up an LTP Account

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

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

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



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

Close an LTP Account

- Check the Close box for the desired account.
- Click OK.

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

Reopen an LTP Account

- Check the Reopen box for the desired account.
- Click OK.

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

Roles: Admin Officer and Timekeeper

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 established for this type of employee. Once the profile has been established then you can donate leave for outside donor, or an HHS employee may donate leave to outside recipient using ITAS. Proper paperwork should be submitted to the employee’s employing agency regarding all leave donations. Also, information must be sent to HR Payroll Liaison for any outside donated leave be **credited to employee’s payroll record in DCPS prior to employee using the leave.**

The screenshot shows the ITAS (Integrated Time and Attendance System) interface. The user is logged in as an Admin Officer (Trainer, Super I). The main content area displays the 'Employee' profile form for Gareth Lloyd. The form includes fields for SSN (xxxxxx9999), LAN ID, Last Name (Lloyd), First Name (Gareth), Initial, Agency Code (USDA), SAC Code (ABC), Leave type (Trainer, Super I), Approving Official (Trainer, Super I), Timekeeper (Trainer, Super I), and Email Address (gareth.lloyd@test.hhs.gov). There are 'OK' and 'Reset' buttons at the bottom of the form. Below the form, there are instructions: 'Type over or change the selection of anyfield. Click OK or anynavigation 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 leftnavigation area to go to different screens.'

The screenshot shows the ITAS interface with an error message displayed. The error message is: 'Error! No Payroll information exists. Employee is a Leave donor/recipient only.' A red arrow points to this message. The rest of the interface, including the navigation menu and instructions, is the same as in the previous screenshot.

Reminder: Information must be sent to donor/recipient employing Federal Agency once leave has been donated. Follow the procedures established by your OPDIV.

Processing Leave Request for Outside Donor/Recipient

Outside Donor -LTP - Donate Leave

1. From the Dashboard
2. Click on “DISPLAY non-HHS Employee”
3. Click “GO”
4. New dashboard

5. Search on Personal for Outside Donor's last name
6. Select "Outside Donor's name"
7. Scroll across until you see LTP Donate
8. Click on Donate
9. Click on down arrow in "Name/Reason/Org" box to select the person you wish to donate leave to.
10. Select the type of hours to donate in the Hours Type dropdown.
11. Enter the number of Hours to donate.

NOTE: Donated Hours must be in 1-hour increments.

12. Click "OK" to process.

The new donation line is displayed on the Donate Leave screen

Step 1 to 3

The screenshot shows the ITAS Dashboard with the search criteria set to 'Personal'. A red arrow points to the search input field. The table below shows the search results for the pay period 03/19-03/16/19 2019/6.

Personal	Timekeeper	Payroll	Tour of Duty	Lv. Cat.	Access	Leave Balances	Timecards	Leave Requests	Telework Requests	LTP: Donate	LTP Accounts	Rel.	
<input type="checkbox"/>	Adler, Kate	Lennox, Maisa	ABC	80	06	TKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Alkire, Shelli A.	Norris, Chuck	HNAZ	80	08	AOYKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Allen, Gail	Colloff, Gwen M.	HNA	80	08	AOYKAEEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Allen, Willie	Pulliam, Michelle R.	HNA	80	08	TKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Amos, Janet	Snipes, Wesley	HNA	80	08	LAOEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Anderson, Drew W.	Breeze, Sum.mer	HNA	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Anderson, Kathryn L.	Hawn, Goldie	HNA	80	08	LAOEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Anderson, Paula	Becket, Dillon N.	HNA	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Andrew, Paula A.	Trainer, Super I.	DEMO	80	04	TKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Anthony, Coletta	Breeze, Sum.mer	HNA	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Antonio, Joyce A.	Hegi, Ursula R.	HNA000	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Appleton, John	Waldermar, Jack	HNA	80	08	AOYKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Arber, Lisa	Pea, Chik	HNA	80	06	LAOEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Arber, Lisa G.	Bassett, Angela	HNA	80	06	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Arber, Lisa G.	Thacker, Gilten F.	HNA	80	06	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Armstrong, Jack	O'Donnell, Rosie	ABC	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Armstrong, Kelly	Mallock, Curtis	ABC	80	06	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Armstrong, Lance	O'Donnell, Rosie	HNA	80	08	LAOEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Armstrong, Louis	Cornwell, Patricia A.	HNA	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Aulet, Cody J.	Cruise, Thomas	HNA	80	04	AOYKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Ayala, Lori	Jelison, George	HNA	80	06	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Badu, Erika	Woman, Wonder W.	HNA	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Ranold Donthea	Smythe, Fekonor	HNA	80	08	FMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A

Step 4 & 5

The screenshot shows the ITAS Dashboard with the search criteria set to 'Personal' and 'Dumbries' entered in the search input field. A red arrow points to the search input field. The table below shows the search results for the pay period 03/03/19-03/16/19 2019/6.

Personal	Timekeeper	Payroll	Tour of Duty	Lv. Cat.	Access	Leave Balances	Timecards	Leave Requests	Telework Requests	LTP: Donate	LTP Accounts	Rel.	
<input type="checkbox"/>	Adler, Kate	Lennox, Maisa	ABC	80	06	TKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Alkire, Shelli A.	Norris, Chuck	HNAZ	80	08	AOYKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Allen, Gail	Colloff, Gwen M.	HNA	80	08	AOYKAEEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Allen, Willie	Pulliam, Michelle R.	HNA	80	08	TKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Amos, Janet	Snipes, Wesley	HNA	80	08	LAOEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Anderson, Drew W.	Breeze, Sum.mer	HNA	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Anderson, Kathryn L.	Hawn, Goldie	HNA	80	08	LAOEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Anderson, Paula	Becket, Dillon N.	HNA	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Andrew, Paula A.	Trainer, Super I.	DEMO	80	04	TKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Anthony, Coletta	Breeze, Sum.mer	HNA	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Antonio, Joyce A.	Hegi, Ursula R.	HNA000	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Appleton, John	Waldermar, Jack	HNA	80	08	AOYKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Arber, Lisa	Pea, Chik	HNA	80	06	LAOEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Arber, Lisa G.	Bassett, Angela	HNA	80	06	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Arber, Lisa G.	Thacker, Gilten F.	HNA	80	06	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Armstrong, Jack	O'Donnell, Rosie	ABC	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Armstrong, Kelly	Mallock, Curtis	ABC	80	06	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Armstrong, Lance	O'Donnell, Rosie	HNA	80	08	LAOEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Armstrong, Louis	Cornwell, Patricia A.	HNA	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Aulet, Cody J.	Cruise, Thomas	HNA	80	04	AOYKEMP	Balances	Unapproved	Request	Request	Donate	LTP	Maintain
<input type="checkbox"/>	Ayala, Lori	Jelison, George	HNA	80	06	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Badu, Erika	Woman, Wonder W.	HNA	80	08	EMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A
<input type="checkbox"/>	Ranold Donthea	Smythe, Fekonor	HNA	80	08	FMP	Balances	Unapproved	Request	Request	Donate	LTP	N/A

Steps 6, 7 & 8

The screenshot shows the ITAS (Integrated Time and Attendance System) Dashboard. The user is logged in as Admin Officer Trainer, Super L. The dashboard includes a sidebar with navigation options like Dashboard, Reports, New Employee, and Organizations. The main content area shows a 'Dashboard' section with a 'Pay Period' dropdown set to '03/03/19-03/19/2019/6'. Below this is a search bar with 'Personal' selected and 'Dumbries' entered. A table lists employees with columns for Personal, Timekeeper, Payroll, Tour of Duty, Lv. Cat., Access, Leave Balances, Timecards, Leave Requests, Telework Requests, LTP: Donate, and Accounts. The 'Accounts' column has a red arrow pointing to it. Below the table are buttons for 'Print TC', 'Print Pre-DFAS PaySlip Regular', 'Print Pre-DFAS PaySlip Mini', and 'Print ATRL'. An 'Instructions' section provides guidance on how to use the system, such as changing the pay period and performing actions on employees.

Step 9

The screenshot shows the 'Accounts' screen for employee Dumbries, Brandon L. The page has a breadcrumb trail: Personal > Payroll > Tour of Duty > Options > Leave Balances > Timecard > Leave Requests > Telework Requests > LTP > Relationships. The 'Accounts' section contains a table with columns for Reason, Emergency Type, Begin Date, and End Date. Below the table are 'OK' and 'Reset' buttons. A red arrow points to the 'OK' button. The 'Instructions' section at the bottom explains that clicking OK validates changes and updates the database.

Steps 10 to 12

https://training.itsa.hhs.gov/hhstraining/tp.do?FUNCTION=LTP&LAND=BDU70097 Integrated Time and Attend...

File Edit View Favorites Tools Help

Free Hotmail Home Intranet.HHS OLRG Home Oracle PeopleSoft Enter... Printable Timecard Report This page can't be display... Web Slice Gallery Welcome to HHS!

Admin Officer
Trainer, Super L

NIH ITAS Integrated Time and Attendance System

Employee: Dumbries, Brandon L.

Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests Telework Requests LTP Relationships

Agency: TAMS

Donations

Available Annual Leave hours for donation : 0.0 Total donated Annual Leave hours : 0.0
 Available Restored Annual Leave hours for donation : 0.0 Total donated Restored Annual Leave hours : 0.0

Name Reason Org Hours Type Hours Date

Armstrong, Kelly / Serious Medical / ABC / Personal Medical Annual Leave 100 03/06/2019

Accounts

Reason Emergency Type Begin Date End Date

Select a Reason Select an Emergency Type

OK Reset

Instructions

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.

The new donation line is displayed on the Donate Leave screen

https://training.itsa.hhs.gov/hhstraining/tp.do?FUNCTION=LTP Integrated Time and Attend...

File Edit View Favorites Tools Help

Free Hotmail Home Intranet.HHS OLRG Home Oracle PeopleSoft Enter... Printable Timecard Report This page can't be display... Web Slice Gallery Welcome to HHS!

Admin Officer
Trainer, Super L

NIH ITAS Integrated Time and Attendance System

Employee: Dumbries, Brandon L.

Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests Telework Requests LTP Relationships

Agency: TAMS

Donations

Available Annual Leave hours for donation : 0.0 Total donated Annual Leave hours : 100.0
 Available Restored Annual Leave hours for donation : 0.0 Total donated Restored Annual Leave hours : 0.0

Name Reason Org Hours Type Hours Date

Select a Name Reason Org Select an Hour Type 03/06/2019

Name	Reason	Org	Emergency Type	Hours Type	Hours	Date	Status	Delete
Armstrong, Kelly	Serious Medical	ABC	Personal Medical	Emergency Annual Leave	100.0	03/06/2019	Approved	

Accounts

Reason Emergency Type Begin Date End Date

Select a Reason Select an Emergency Type

OK Reset

Instructions

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 *.

Reports

Role: Timekeeper

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

- **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.
- **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.
- **ITAS and DFAS Leave Balance Report** – Shows ITAS and DFAS leave balance hours.
- **ITAS and DFAS Leave Balances Report (Spreadsheet)**.-Exports ITAS and DFAS Leave Balance hours information into MS Excel spreadsheet
- **Leave Calendar Report** - Shows Month Calendar with employee’s absences due to Holidays, leaves, and AWS days
- **Leave Request Report** – Displays a list of all leave request processed selected for the date range
- **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 Request

Role: Timekeeper

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

Report screen

The screenshot shows the 'Reports' screen. On the left is a navigation menu with the following items: Act as Alternate, Dashboard, Reports, Change Role: Employee, Approving Official, Admin Officer, ITAS Administration, About ITAS, Help, and Close. The 'Reports' link is highlighted with a red arrow. The main content area is titled 'Reports' and contains a form with the following fields: Report (ATLR Report), Parameters, From (08/16/2020), To (08/29/2020), Employee (Wind, Jenny), and Pay Periods (08/16/20-08/29/20 2020/18). There are 'OK' and 'Reset' buttons at the bottom of the form. A red arrow points to the 'Reports' link in the navigation menu, another red arrow points to the 'Report' dropdown menu, and a third red arrow points to the 'OK' button. Below the form is an 'Instructions' section with the following text: '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.'

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.

Reminder: ATLR report in setting the parameters for “Employee” must be selected by individual employee’s name and not all employees.

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

Administrative Time and Leave Record of Wind, Jenny for Leave Year 2020

SAC Code: HHS /HNA		ADMINISTRATIVE TIME AND LEAVE RECORD																				Year: 2020																												
Name: Wind, Jenny		Social Security Number: [REDACTED]										SCD, Jan 14 2001 Leave Cat: 08 MAX C/O: 240				Timekeeper: Trainer, Super I				Supervisor: Trainer, Super I																														
Tour: 80 hours		Donated Leave		Annual		Sick		AWOL/LWOP		Credit Hours		Comp. Time		Comp. Time For Travel		PART-TIME																																		
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	E	U	BAL	AWOL PP	LWOP PP	E	U	BAL	E	U	BAL	E	U	BAL	Hrs Wkld PP	AL C/O Hrs	SL C/O Hrs	Pay Period											
1 Jan 5 ~ Jan 16																		8		248	4	1260																0			2									
2 Jan 19 ~ Feb 1		HOL-9																8		256	4	1270																	0			3								
3 Feb 2 ~ Feb 15																		8		264	4	1274																		0			4							
4 Feb 16 ~ Feb 29			HOL-9															8		272	4	1278																		0			5							
5 Mar 1 ~ Mar 14																		8		280	4	1282																		0			6							
6 Mar 15 ~ Mar 28																		8		288	4	1286																		0			7							
7 Mar 29 ~ Apr 11																		8		296	4	1290																			0			8						
8 Apr 12 ~ Apr 25																		8		304	4	1294																			0			9						
9 Apr 26 ~ May 9																		8		312	4	1298																			0			10						
10 May 10 ~ May 23																		8		320	4	1302																			0			11						
11 May 24 ~ Jun 6			HOL-9															8		328	4	1306																			0			12						
12 Jun 7 ~ Jun 20																		8		336	4	1310																			0			13						
13 Jun 21 ~ Jul 4														HOL-8				8		344	4	1314																			0			14						
14 Jul 5 ~ Jul 18																		8		352	4	1318																			0			15						
15 Jul 19 ~ Aug 1		AL-9	AL-9	AL-9	AL-9	AL-9				AL-9	AL-9	AL-9	AL-9	AL-9				8	80	360	4	1322																			0			16						
16 Aug 2 ~ Aug 15		AL-9	AL-9	AL-9	AL-9	AL-9				AL-9	AL-9	AL-9	AL-9	AL-9				8	80	368	4	1326																				0			17					
17 Aug 16 ~ Aug 29		AL-9	AL-9	AL-9	AL-9	AL-9												8	45	103	4	1320																				0			18					
18 Aug 30 ~ Sep 12										HOL-9																																0			19					
19 Sep 13 ~ Sep 26																																										0			20					
20 Sep 27 ~ Oct 10																																										0			21					
21 Oct 11 ~ Oct 24																																										0			22					
22 Oct 25 ~ Nov 7																																										0			23					
23 Nov 8 ~ Nov 21				HOL-9																																						0			24					
24 Nov 22 ~ Dec 5					HOL-9																																					0			25					
25 Dec 6 ~ Dec 19																																										0			26					
26 Dec 20 ~ Jan 2																																										0			27					
27																																											0			28				
28																																											0			29				
29																																												0			30			
30																																												0			31			
31																																												0			32			
Used To Date																																															205			1

AL - Annual
COP - COP for Traumatic Injury Used
SI - Sick
SUSP - Suspended Hours
HOL - Holiday
CRT - Court
CH - Credit Hours Used
VLTP - VLTP Used
FL - Military Funeral Leave Used
FURLO - Furlough-Other

VL - Voting Leave Used
AWOL - Absent Without Leave
CT - Comp. Time Used
ADM - Excluded Absence
LWOP - Leave Without Pay
ASL - Advanced Sick Leave Used
TIA - Time-Off Incentive Award Used
FEL - Family Friendly Leave Used
FURL - Furlough-Lapsed Appropriations
HO - Home Leave Used

Note: Annual Leave earned each pay period depends on your length of service:
Less than 3 years.....4hrs.
3 - 15 years.....6hrs.
15 years and over.....8hrs.

SAMPLE Report - USE/ LOSE Report

https://training.itas.hhs.gov/hhstraining/reports/ReportsAction.do?FUNCTION=Reports

Integrated Time and Attendance... x Use/Lose Report x

File Edit View Favorites Tools Help

Free Hotmail Home Intranet:HHS OLCRC Home Oracle PeopleSoft Enter... Printable Timecard Report This page can't be display... Web Slice Gallery Welcome to HHS

Convert Select

Integrated Time and Attendance System

Use/Lose Report

Pay Period 2019-24

Current Date: Nov 12 2019 02:02:20 EST
Generated for Timekeeper: Trainer, Super I.

Employee Name	Timekeeper Name	Use/Lose
Andrew, Paula A	Trainer, Super I.	UIL: 208.00
Demo, Employee	Trainer, Super I.	UIL: 208.00
Denvers, Delaney R	Trainer, Super I.	UIL: 208.00
Employee Four, Imam	Trainer, Super I.	UIL: 208.00
Employee Three, Imam	Trainer, Super I.	UIL: 208.00
Employee, I H S	Trainer, Super I.	UIL: 208.00
Employee, Imam	Trainer, Super I.	UIL: 208.00
Employee, Regional	Trainer, Super I.	UIL: 208.00
Official Two, Approving L	Trainer, Super I.	UIL: 208.00
Official, IHS Approving	Trainer, Super I.	UIL: 208.00
Oxmoor, Aleene	Trainer, Super I.	UIL: 208.00
Rastogi, Rajat	Trainer, Super I.	UIL: 160.00
Shqrp, Jergan G	Trainer, Super I.	UIL: 208.00
Sriat, Laura	Trainer, Super I.	UIL: 0.00
Stepner, Marcia A	Trainer, Super I.	UIL: 160.00
Warneham, Gareth	Trainer, Super I.	UIL: 208.00
Weaver, Leandar	Trainer, Super I.	UIL: 80.00
Wind, Jenny	Trainer, Super I.	UIL: 208.00

120%

Acronyms (All abbreviations are called acronyms)

AWOL - Absence without Leave
ATLR - Administrative Time and Leave Record
AD - Administratively Determined
AO - Administrative Officer (ITAS Coordinator)
AUO or AUW -Administratively Uncontrollable Overtime Work
AWS - Alternate Work Schedule
A/L - Annual Leave
ARSOT - Authorized Regularly Scheduled Overtime
BAL - Balance
COB - Close of Business
CFR - Code of Federal Regulations
CAN - Common Accounting Number
CTT - Compensatory Time Compensatory Time for Travel
CWS - Compressed Work Schedule
COP - Continuation of Pay
CON - Contractor
CH - Credit Hours
CCS - Customer Care Services, HHS
CSR - Customer Services Representative
DCPS - Defense Civilian Pay System
DFAS - Defense Finance and Accounting System
DTY - Duty
E - Earned
ELS - Earnings and Leave Statement
EFT - Electronic Fund Transfer
EOD - Enters on Duty Date
EMP - Employee
EPSLA – Emergency Paid Sick Leave Act
EDP - Environment Differential Pay
EQ - Equal
EQUIV - Equivalent
FLSA - Fair Labor Standards Act
FFLA - Family Friendly Leave Act
FMLA - Family Medical Leave Act
FWS - Federal Wage System
FT - Full-Time
GAO - General Accounting Office
GS - General Schedule
HDP – Hazards Duty Pay
HHS - Health and Human Services
ITAS - Integrated Time and Attendance System
LEAP - Law Enforcement Availability Pay
LES - Leave and Earning Statement
LAO - Leave Approving Official
LB - Leave Bank
LR - Leave Record
LTP - Leave Transfer Program
LWOP - Leave without Pay
ND - Night Differentials

9/9/20

NTE – Not To Exceed
OPM - Office of Personnel Management
OHR – Office of Human Resources Service Desk
OPDIV - Operating Programs and Divisions
OT - Overtime
PT - Part-Time
PP - Pay Period
PPE - Pay Period End
PPL – Paid Parental Leave
RDO - Regular Day-Off
RSSD - Regularly Scheduled Standby Duty Pay
RCT - Religious Compensatory Time
RAL - Restored Annual Leave
SES - Senior Executive Service
SPO - Servicing Personnel Offices
S/L - Sick Leave
SSN - Social Security Number
SCD - Service Computation Date
SD - Sunday Differential
T&A - Time and Attendance
TC - Timecard
TK or TKpr - Timekeeper
TIA - Time-Off Incentive Awards
U.S. - United States
U.S.C -United States Code
U - Used
UTD - Used Year to Date
VLBP - Voluntary Leave Bank Program
VLYP - Voluntary Leave Transfer Program
WG - Wage Grade
WAE – When-Actually-Employed (same as intermittent)