

# Integrated Time and Attendance System (ITAS)

### TIMEKEEPER USER HANDBOOK

Health and Human Services Office of the Secretary Office of Assistant Secretary for Administration Office of Chief Information Officer Office of Enterprise System Applications Development Joan L. Mills Revised 1/12/22

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# **About This Manual**

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

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

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

### 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
- PayrollTour 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.

Submit

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



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



\* 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 diagramed below. Each section contains similar information as outlined

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ct as Alternate ashboard eports	Employee: Andrew, Paula A. Personal Payroll Tour of Duty Options Timecard Leave Requests Telework Requests LTP	
inge Role: nployee oproving Official Imin Officer	Navigation Tit	le/Tab
AS Administration bout ITAS Ip bose	LastName Andrew · First Name Paula · Initial A Agency HHS · Code DEMO · SAC Code DEMO ·	
	Leave Approving Official Timekeeper Trainer, Super I. V	
	Email Address FLSA	
	OK Reset	
	Instructions	
	Type over or change the selection of anyfield. Click OK or any navigation to validate changes and update the database.	
	Reset ignores preding damages 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 <sup>1</sup> . The error message at the top of the page refers to the first field in error.	lelp
	Back to top	

- 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 O	K to accept char	nges or Cance	I to reject change
		Canaal	h
	OK	Cancel	

# Logging On to ITAS

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

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

#### The AMS Homepage page will appear.

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5	Select Login Method					
	HSPD-12 Access Card	Network Credentials	AMS Credentials			
					# Need special AMS access?     Make sure you complete and	
	Insert your HSPD-12 into the smart card re	access card ader before	United Bistes Government	18	submit the correct form for review! <u>Click here</u> .	
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	Login		LASTNAME, FIRSTNAME MI,	30		
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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 orhservicedesk@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	ITAS Messages Welcome to ITAS Angela Bassett. Current Date: 08/08/2017 08:41 AM
Flour of Duty FReports FmyPay FITAS Messages Change Role: → Timekeeper	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, ECACIT.
Admin Officer	Privacy Act Notice
Close	General - This notice is provided pursuant to Public/ Law 93-579, Privacy Act of 1974, 5, U.S.C. Section 352a, for individuals supplying information as data input to NIH's Integrated Time and Attendance System.
	Authority - Section 5301 of Title 5 of the U.S. Code authorizes collection of this information. Purposes and Uses - The information entered into this data system becomes a part of the NIH Payroll System and documents daily time and attendance for employees. The primary use of the information is to prepare the NIH payroll and compute leave
	balances. The information may be used in and disclosure may be made to (1) W-2 forms for transmittal to IRS and State and 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 DPM 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**

Https://training.itas.hhs.go	w/hhstraining/dashboard.do?role=tkn	P → A C Integrated Time and Attend×							- ⊡ × ☆©©
File Edit View Favorites Tools H	lelp							_	x €Convert ▼ 🛃 Select
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Timekeeper Trainer, Super I.		ated Time and Attend	ance System						
<ul> <li>Act as Alternate</li> <li>Dashboard</li> <li>Reports</li> </ul>	Dashboard				Ļ				
Change Role: Employee Approving Official Admin Officer ITAS Administration	Display non-HHS employees	Pay	Period 02/03/19-02	2/16/19 2019/4	Select	Go			
<ul> <li>About ITAS</li> <li>Help</li> <li>Close</li> </ul>	Page 1 of 1 Show All   << First	st Page   1   Last Page>>							- 1
Close	Personal	LAO	Payroll	Tour of Duty	Lv. Cat.	Access	Timecards	Leave Requests	Telework Rec
	Andrew, Paula A	Trainer, Super I.	DEMO	<u>80.0</u>	04	TK/EMP	UnApproved	Request	Request
	Demo, Employee	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
	Denvers, Delaney R.	Trainer, Super I.	ABC	80.0	08	EMP	UnApproved	Request	Ineligible
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	Employee Three, Imam	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
	Employee, I H S	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
	Employee, Iman	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
	Employee, Regional	Trainer, Super I.	HNA	80.0	08	EMP	UnApproved	Request	Ineligible
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	Official, IHS Approving	Trainer, Super I.	HNA	80.0	08	LAO/EMP	UnApproved	Request	Ineligible
	Oxmoor, Aleene	Trainer, Super I.	<u>HNA</u>	80.0	08	AO/TK/EMP	UnApproved	Request	Ineligible
	Rastogi, Rajat	Trainer, Super I.	HNA	80.0	06	EMP	UnApproved	Request	Ineligible
	Shqrp, Jergan 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	8
▶Act as Alternate ▶Dashboard ▶Reports	Act as Alternate	
Change Role: ) Employee ) Admin Officer ) About ITAS ) Help ) Close	Act As Pullam, Michele R.	
	Instructions Selectanobler user from the listand click CK. The Dashboard will change to show that Official's employees. • Ok changes the current Official to the selected one. • Reset Clears out Act Ac user and clippings Dashboard for the logged in user. • Click on left nangation area to go to different screens. Back to tog	

#### Act as Alternate, "Acting As" screen

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

Timekeeper Bassett, Angela Acting As Pulliam, Michelle R.	NIH) ITAS Integrated Time and Attendance System	Ì
Act as Alternate Dashboard Reports	Act as Alternate	
Change Role: • Employee • Admin Officer	Act As Putliam, Michelle R V	
) About ITAS ) Help ) Close	UK KR58	_
	Instructions	
	Select another user from the list and click OK. The Dashboard will change to show that Official's employees.	
	OR changes the current OBrield bits the selected one.     Reactions and Ard Ausers and diaphap Dathbaset for the logged in user.     Olick on left navigation area to go to different screens.	
	Backto top	

#### Act as yourself

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

Note the identification area no longer shows "Acting As".

•	fimekeeper 3assett, Angela	NIH) ITAS Integrated Time and Attendance System
	Act as Alternate Dashboard Reports	Act as Alternate
	Thange Role: Employee Admin Officer	Act As Bassett, Angela
	About ITAS Help Close	OK Rest
		Instructions
		Selectanober user from the Istand click OK. The Dashboard will change to show that Official's employees.
		OC/changes the current Oficial to the selected one.     Revertees and Ack Ause area display Databased 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
  - o Payroll Admin Code
  - Tour of Duty Hours
  - Access (Options) Emp
  - $\circ \quad \text{Timecard Unapproved}$
  - o 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**

Timekeeper Trainer, Super I.	NIH ITAS Integrated Time and Attendance System
<ul> <li>Act as Alternate</li> <li>Dashboard</li> <li>Reports</li> </ul>	Emplyvee: Wagner, Rickilyn Personal Payroll Tour of Duty Options Timecard Leave Requests Telework Requests LTP
Change Role: > Employee > Approving Official > Admin Officer > ITAS Administration	SSN: xxxxx0234 LAN ID: RWA00234 LastName Wagner * FirstName Rickilyn * Initial
) About ITAS } Help ▶ Close	Agency Code SAC Code HNA * Leave
	Approving Irainer, Super I. Official Time keeper Trainer, Super I. Email ricklyn.wagner@test.hhs.gov
	Address Exployee
	OK Reset

#### Change an employee's personal information

- On the dashboard, find the appropriate employee and click on the Name to get to the Personal screen.
- Overtype information or select the information from 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

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Timekeeper Trainer, Super I.	NIH ITAS Integrated Time and Attendance System	8
<ul> <li>Act as Alternate</li> <li>Dashboard</li> <li>Reports</li> </ul>	Empkyee. 01 or, Aleene Personal "Payroll" Tour of Duty" Options Timecard Leave Requests Telework Requests LTP	
Change Role: 3-Approving Official 3-Admin offi	Enter Ch Duty Date 01/03/1999 Status: Adve SAC Code (HIA No. [5321401] No. [5321401] Transle spar Pay Bais [Anually V] Type Comman Accurate Super Pay Bais [Anually V] Type Comman Schedule V] Type of Lemanent V] Space (Lemanent V) Space (Lemanent V) Spa	
	OK Reset	
	Type over or change the selection of any field. Click OK or any navigation to validate changes and update the database.	
<	Required Selds are marked with an * Resetignores pending changes and re-displays the screen. OK validates the entered information and undates the database if no errors are found.	~

#### 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.
- Overtype and/or select the information to change.
- Click OK to accept changes or Reset to ignore.

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.
Туре	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	Checked against other pay and appointment fields. Only certain combinations are
	Appointment	valid.
Military Status	Select Military Status if	Denotes the EMP's military status.
	applicable	
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	Select DV status if	Disabled Veteran Leave account is created, and 104 hours becomes available upon
hired on or after November	applicable	setting employee's eligibility
5, 2016		
ОК	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: Mo	use, Mickey
Personal	ayroll Tour of Duty Options Leave Balances Timecard Leave Requests Telework Requests LTP LB Relationships
Enter On Duty Date	11/27/2016 * Separation Date
Status:	Active
SAC Code	HNC7K O
Common Acct No.	2111111 -
Approving Official:	Bond, James
Timekeeper:	Lane, Lois
Pay Basis	Annually 😒*
Туре	General Schedule
Pay Plan	AD-Administratively Determined
Type of Appointment	Temperary 0
Military Status	None S*
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 <sup>1</sup>. 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 OP*DIV* 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**

Timekeeper Trainer, Super I.	NIH Integrated Time and Attendance System
> Act as Alternate > Dashboard > Reports	Employee: Wagre , Rickilyn Personal Payroll Tour of Duty Options Timecard Leave Requests Telework Requests LTP
Change Role: > Employee > Approving Official > Admin Officer > ITAS Administration	Enter On Duty 01/21/1996 * Service Computation 01/15/1980 * Separation Date
> About ITAS > Help > Close	SAC Code HNA ···································
	Approving Official: Timekeeper: Trainer, Super PavBasic Apnualty V
	Type     General Schedule       PayPlan     GS-General Schedule
	Type of Permanent
	Kemarks
	OK Reset

- 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 ٠
- Clicking the Tour of Duty tab after leaving the Dashboard ٠

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.

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### **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

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

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### **Options Screen**

Roles: Admin Officer, Timekeeper

Timekeeper Trainer, Super I.	NIH ITAS Integrated Time and Attendance System
<ul> <li>Act as Alternate</li> <li>Dashboard</li> <li>Reports</li> </ul>	Employee: Wagner, Rickilyn Personal Payroll Tour of Duty Options Timecard Leave Requests Telework Requests LTP
Change Role: • Employee • Approving Official • Admin Officer • ITAS Administration	Access Level
▶ About ITAS ▶ Help ▶ Close	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

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#### Timecard screen, leave types expanded

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### Timecard screen, pay types expanded

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**Timecard Hours Detail screen** 

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# **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

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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.

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### 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:

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"\*" 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.

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- 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

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#### Leave Requests, expanded view

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# 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 <u>"+"</u> 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 tour hours only.

#### LEAVE REQUEST

Employee: Mouse, Micky			
Personal Payroll Tour of Duty O	ptions Lea	ive Balar	nces 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 of	or select the St	art and E	ind times.
Start Time	PM		
Hours OR End Time	: 00 🖸	OAM	PM Calculate Hours
New Request			
Leave type	Balance Hours	9	Bemark
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	104.0	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			

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**

Perso	onal Payroll	Tour of Duty	Optic	ons Timeca	ard Lea	ive Requ	ests T	elework Req	uests L
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1	Disabled Veterar	h Leave 01/08/2	017 8.0	02/16/2017	7:30AM	4:00PM	Pending		
	Disabled Veterar	h Leave 01/08/2	017 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

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Instructions To create a full day request.

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.

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### Regular hours added back to timecard

### **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	NIH ITAS Integrated Time and Attendance System
<ul> <li>Act as Alternate</li> <li>Dashboard</li> </ul>	Employee: Duck, Donald Q.
Reports	Personal Payroll Tour of Duty Options Timecard Leave Requests Telework Requests LTP
Employee	
> About ITAS > Help	A field with an asterisk (*) before it is a required field.
▶ Close	*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
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	_ End Time
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	OR
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	*Telework Location
	Telework Comments
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	Delete         Location         Hours         Date         StartTime EndTime         Status         Comments           Image: Telework Center 8.0         04/25/2014         7:30AM         4:00PM         Pending         This is a test
	OK Pasat

#### 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 TAS Integrated Time and Attendance System
> Act as Alternate > Dashboard > Reports	Employee: Oxmoor, Aleene Personal Payroll Tour of Duty Options Timecard Leave Requests Telework Requests LTP
Change Role: > Employee > Approving Official > Admin Officer > ITAS Administration	Agency: HHS
▶ About ITAS ▶ Help ▶ Close	Donations         Available Annual Leave hours for donation : 304.0         Available Restored Annual Leave hours for donation : 0.0         Name Reason Org         Select a Name Reason Org         Select a Name Reason Org
	Accounts         Reason       Emergency Type       Begin Date       End Date         Select a Reason       Select an Emergency Type       Image: Comparison of the second secon

### 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.	
<ul> <li>Act as Alternate</li> <li>Dashboard</li> <li>Reports</li> </ul>	Employee: Oxmoor, Aleene Personal Payroll Tour of Duty Options Timecard Leave Requests Telework Requests LTP
Change Role: Employee Approving Official Admin Officer ITAS Administration	Agency, HHS
<ul> <li>About ITAS</li> <li>Help</li> <li>Close</li> </ul>	Available Annual Leave hours for donation:       304.0       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         Select a Name Reason Org       05/03/2018
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	Select a Reason     V     Select an Emergency Type     V       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.

Timekeeper Trainer, Super I.	NIH TAS Integrated Time and Attendance System
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Change Role: > Employee > Approving Official > Admin Officer > ITAS Administration	Agency. HHS
) About ITAS ) Help ) Close	Donations         Available Annual Leave hours for donation : 288.0         Available Restored Annual Leave hours for donation : 0.0         Name Reason Org         Hours Type         Select a Name Reason Org         Select a Name Reason Org             Select a Name Reason Org             Select a Name Reason Org             Select a Name Reason Org
	Accounts         Reason       Emergency Type       Begin Date       End Date         Select a Reason       Select an Emergency Type       Image: Constraint of the second secon

**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 establish for this type of employee. Once the profile has been established than 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.** 

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**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

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	To go to any other screen in the system, click on the data displayed in the column. Exam ple: Click on "UnApproved" in the Timecards sclumn to go to the Timecard screen.	
	To perform an action for selected employees, dick the check box to the left of the employee's name, then dick the appropriate button at the bottom. Example: Select some employees and click "Print TC" to show the printable time card for the employees.	
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About ITAS Available Annual Leave hours for donation: 0.0 Tota isonated Annual Leave hours is 0.0     Help Available Restored Annual Leave hours for donation: 0.0 Tota isonated Restored Annual Leave hours is 0.0     Hour type Hours Date	
Select a Name Reason Org	
Accounts       Reason     Emergency Type     Begin Date     End Date       Select a Reason     Select an Emergency Type     Image: Comparison of the select and the sele	
Instructions Type over or change the selection of any field. Click CK or any navigation to validate changes and update the database. Described fields are maded with *	
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OK validates the entered information and updates the database if no errors are found.	

Steps 10 to 12

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Change Role: > Employee > Approving Official > Timekeeper > ITAS Administration	Agency: TAMS Donations	
<ul> <li>About ITAS</li> <li>Help</li> <li>Close</li> </ul>	Available Annual Leave hours for donation:       0.0.       Total donable Annual Leave hours:       0.0.         Awailable Restored Annual Leave hours for donation:       0.0       Total donable Restored Annual Leave hours:       0.0.         Name Reason       Creating       Hours       Date       End Date         Accounts       Emergency Type       Begin Date       End Date         Select an Reason       Select an Emergency Type       Select an Emergency Type       Cot	
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### The new donation line is displayed on the Donate Leave screen

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<ul> <li>Dashboard</li> <li>Reports</li> <li>New Employee</li> <li>New Contractor</li> <li>Organizations</li> </ul>	Employee: Dumbries, Brandon L. Personal Payroll Tour of Duty Options Leave Balances Timecard Leave Requests Telework Requests LTP Relationships	
Change Role:	Agency: TAMS	
<ul> <li>Approving Official</li> <li>Timekeeper</li> <li>ITAS Administration</li> </ul>	Donations	
About ITAS	Available Annual Leave hours for donation: 0.0 Total donated Annual Leave hours: 100.0	
Close	Name Reason Org Hours Type Hours Date	
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	Type over or change the selection of any field. Click OK or any navigation to validate changes and update the database.	
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### 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**

<ul> <li>Act as Alternate</li> <li>Dashboard</li> <li>Reports</li> </ul>	Reports
Change Role: Employee Approving Official Admin Officer ITAS Administration	Report ATLR Report  Parameters
▶ About ITAS ▶ Help ▶ Close	From:       08/16/2020       To:       08/29/2020         Employee:       Wind, Jenny       V         Pay Periods:       08/16/20-08/29/20 2020/18       V         OK       Reset
	Instructions Select the required report, fill in applicable parameters and click OK. The requested report will open in a new browser window. If needed, use the browser print function to print the report. Note: Only applicable parameters are used for each report. Others will be imported

#### **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.

#### ATLR

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

SAC	Code: HHS /HNA										Α	DM	IN	IST	R/	٩TI	VE		ME A	٩N	DI	_E/	٩V	Е	RE	со	RD							Year	2020					
Name: Wind, Jenny															Social Security Number:				SCD: Jan 14 2001 Leave Cat: 08 MAX (CO: 240				Timekeeper: Trainer, Super I				Supervisor: Trainer, Super I													
Tour: 80 hours							Donated Leave Annual				Sick AWOL/LWOF			/LWOP	Credit Hours Comp. Time					e	Com	p. Tim	e For	P/	RT-TI	ИE														
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	Leave Period	SUN	MON	TUE	WED	тни	FRI	SAT	SUN		TUE	WED	тни	FRI	SAT	ND PP	OT PP	AL	RAL	Е	U	BAL	E	U	BAL	AWOL PP	LWOF	È	U	BAL	Е	υ	BAL	E	U	BAL	Hrs Wrkd PP	AL C/O Hrs	SL C/O Hrs	Pay Period
1	Jan 5 ~ Jan 18																			8		248	4		1266											0				2
2	Jan 19 ~ Feb 1		HOL - 9																	8		258	4		1270											0				3
3	Feb 2 ~ Feb 15																		1	8		284	4		1274											0				4
-	Feb 16 ~ Feb 29		HOL - 9				Г			Г					Г					8		272	4		1278											0				5
,	Mar 1 ~ Mar 14					1		1	1				1	1	1				1	8	1	280	4	1	1282											0				6
1	Mar 15 ~ Mar 28														1				1	8		288	4	1	1288											0				7
Ι	Mar 29 ~ Apr 11																			8		296	4		1290											0				8
Ţ	Apr 12 ~ Apr 25																			8		304	4		1294											0				9
2	Apr 26 ~ May 9																			8		312	4		1298											0				10
0	May 10 ~ May 23																			8		320	4		1302											0				11
1	May 24 ~ Jun 6		HOL - 9																	8		328	4		1308											0				12
2	Jun 7 ~ Jun 20																			8		336	4		1310											0				13
3	Jun 21 ~ Jul 4												HOL 8	-						8		344	4		1314											0				14
4	Jul 5 ~ Jul 18																	i –	1	8	-	352	4	1	1318				1							0				15
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3	Nov 8 ~ Nov 21				HOL -													i –	1		-			1					1											24
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### SAMPLE Report - USE/ LOSE Report

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	Integrated Time and Atte	endance System	
	Use/Lose Re	port	
	Pay Period 20	19-24	
	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.	U/L: 208.00	
Demo. Employee	Trainer, Super I.	U/L: 208.00	
Denvers, Delaney R	Trainer, Super I.	U/L: 208.00	
Employee Four, Imam	Trainer, Super I.	U/L: 208.00	
Employee Three, Imam	Trainer, Super I.	U/L: 208.00	
Employee, I H S	Trainer, Super I.	U/L: 208.00	
Employee, Iman	Trainer, Super I.	U/L: 208.00	
Employee, Regional	Trainer, Super I.	U/L: 208.00	
Official Two, Approving L	Trainer, Super I.	U/L: 208.00	
Official, IHS Approving	Trainer, Super I.	U/L: 208.00	
Oxmoor, Aleene	Trainer, Super I.	U/L: 208.00	
Rastogi, Rajat	Trainer, Super I.	U/L: 160.00	
Shqrp, Jergan G	Trainer, Super I.	U/L: 208.00	
Sriat, Laura	Trainer, Super I.	U/L: 0.00	
Stepner, Marcia A	Trainer, Super I.	U/L: 160.00	
Warneham, Gareth	Trainer, Super I.	U/L: 208.00	
Weaver, Leandar	Trainer, Super I.	U/L: 80.00	
Wind, Jenny	Trainer, Super I.	U/L: 208.00	

### 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)