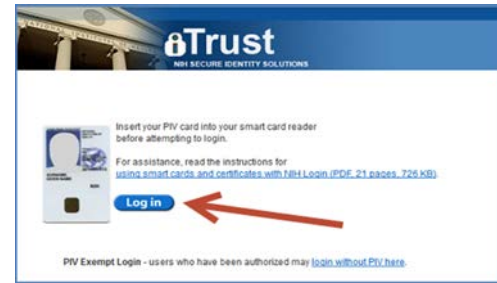# INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):
MANAGING TELEWORK ELIGIBILITY FOR LEAVE APPROVING OFFICIALS (LAOS)

LOGGING IN

USE YOUR PIV CARD AND PIN

To log into the Integrated Time and Attendance system (ITAS) go to https://itas.nih.gov.   Click on the login button and use your PIV Card and pin. If you are exempt from using your PIV card, click on login without PIV link.

MANAGE TELEWORK

Clicking on the Manage Telework link on the left navigation displays the Manage Telework screen. This screen lists all assigned employees and information relating to an employee's telework eligibility. In order to add, remove or update an employee's Telework eligibility, click on the Telework Details button next to the employee's name.

MANAGE TELEWORK DETAILS

When a LAO selects the Telework Status of an Employee, the LAO must also fill in specific fields based on the Status. The following table outlines mandatory fields that must be completed for a particular status, as well as optional fields:

Status	Dates			Termination Reason
	Start	Expiration	Termination	
Eligible for Regular Telework	Mandatory	*Optional*		
Eligible for Ad hoc Telework	Mandatory	*Optional*		
Eligible for Ad hoc and Regular Telework	Mandatory	*Optional*		
Eligible Employee Declined to Telework	Mandatory	*Optional*	Mandatory	Employee Decision
Ineligible Based on Tenure	*do not select any other fields*			
Ineligible Based on Conduct	Mandatory	*Optional*	Mandatory	Change in Conduct
Ineligible Based on Duties	Mandatory	*Optional*	Mandatory	Change in Duties
Ineligible Based on Performance	Mandatory	*Optional*	Mandatory	Change in Performance
Ineligible Based on Conduct, Duties, and Performance	Mandatory	*Optional*	Mandatory	Change in Conduct, Duties, and Performance or select 2 of the following 3: -Change in Conduct -Change in Duties -Change in Performance