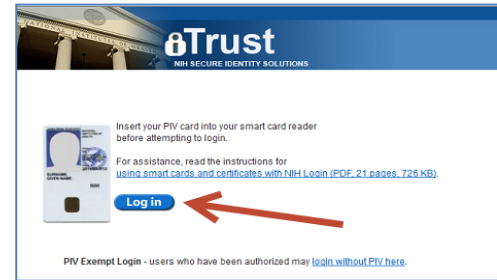


# INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): TELEWORK FOR LEAVE APPROVING OFFICIALS (LAOs)

## 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 the employee's name:

Employee	Telework Details	Status	Type	Start Date	Expiration Date	Termination Date
Bell, Alexander	<a href="#">Telework Details</a>	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/01/2012	01/01/2013	N/A
Bocelli, Andrea	<a href="#">Telework Details</a>	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/01/2012	01/01/2013	N/A
Hendrix, Jimi	<a href="#">Telework Details</a>	Eligible for Ad hoc and Regular Telework	Ad hoc and Regular	01/01/2012	01/01/2013	N/A

### To manage an Employee's eligibility Status

1. Insert a start date
2. Select a specific eligibility Status
3. Click OK\*

### To remove an Employee's Telework eligibility:

1. Insert a Termination Date
2. Select a specific ineligibility Status
3. Select the Termination Reason
4. Click OK\*

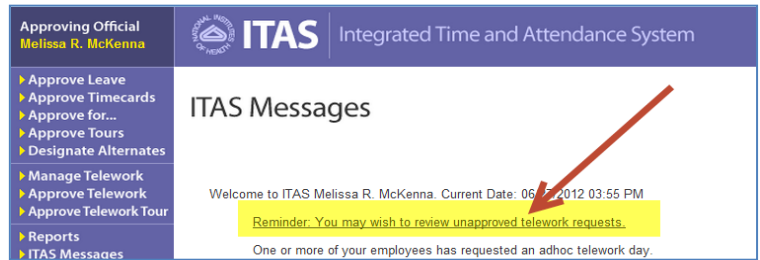
## APPROVE TELEWORK

When logging into ITAS, the LAO's message screen will include a message to review unapproved Telework requests (if any requests exist.) Clicking on that message (or clicking on Approve Telework on the left navigation) displays the Approve Telework screen. This screen allows the LAO to approve or deny Ad hoc Telework requests for his / her Employees.

\*Will generate email to Employee and LAO

**To Approve / Deny an Employee's Ad hoc Telework request:**

1. Click on the Ad hoc reminder message
2. To Approve: Click on Approve radio button next the Employee's name
3. To Deny : Click on Deny radio button next the Employee's name
4. Insert comments (required for denials)
5. Click OK\*

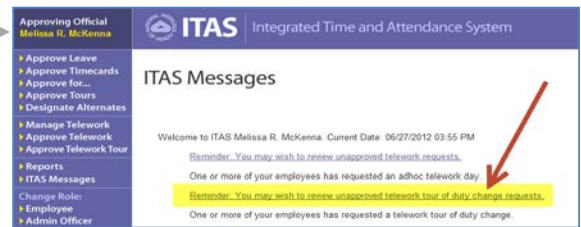


**APPROVE TELEWORK TOUR**

When logging into ITAS, the LAO's message screen will include a message to review unapproved Telework tour of duty change requests (if any requests exist.) Clicking on that message (or clicking Approve Telework Tour on the left navigation area) displays the Approve Telework Tour Change Request Screen. This screen allows LAOs to approve/deny the Tour of Duty changes that contain regular Telework days.

**To View an Employee's Telework Tour Change Request**

1. Click on the Telework TOD Reminder
2. Click on the Employee's name
3. Review the Tour of Duty
4. Click on Regular for more detail
5. Insert Comments
6. Click Approve or Deny as applicable



Tour Of Duty For: Bell, Alexander  
STATUS: PENDING

Use to review tour of duty for the selected pay period.

Pay Period: 05/20/12-06/02/12 2012/12

Tour Type: Regular Work Schedule  
Earn Credit Hours: 0  
Term Type: Full-Time  
Tour Hours: 80.0  
Last Tour of Duty Change: 2012/12  
Next Tour of Duty Change: 05/20/12-06/02/12 2012/12

Changes in Future: None  
Tour of Duty: Shift REG - Regular  
Special Pay Rate: None  
Sick Leave: 4  
Annual Leave: 00  
Official Duty Station: 5000 Rodville Pike, Bethesda, Maryland 20892 (MD-BC/NIH)  
Telework Location: Home

"TW" Refers to Telework

Type	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Total
Meal Break	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Regular	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	80.0
Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	80.0

OT Earned: ARSOT: 0.0

Request Comments: TW on Tues / Thurs for TOD?

Comments:

Buttons: Reset, Approve, Deny

Approve Telework Tour Change Request

Employee Name	Current Tour	Comments
Bell, Alexander	Compressed Work Schedule 80.00	tw?
Bell, Andrea	Regular Work Schedule 80.00	TW?