

## Using ITAS – Integrated Time and Attendance System TIMECARD INFORMATION

ITAS Field Names - terms used on the timecard:

Balances	Displays the employee's leave balances at the top of the timecard for the pay period chosen. If you are viewing a timecard for a previous pay period, the leave balance for that pay period will be displayed. The balance reflects all leave earned and used during the pay period as well as any supplements (leave corrections) entered for previous pay periods.
Date	Day and date in the pay period information is indicated on the left-hand side of the timecard.
Next to the date is one of the following indicators:	
A	"Automatic" – Hours generated automatically by ITAS based on employee's tour of duty entered by the Timekeeper. Employee did not sign in and out via ITAS
M	"Modified" – Employee signed in and out via ITAS and modified sign in/out times that were automatically generated by ITAS.
T	"Timekeeper" – Indicates the Timekeeper made changes to information for that day.
*	"Supplement" – Indicates a supplement (correction) to the timecard exists for that day.
Blank	Indicates the employee signed in and out via ITAS and did not make any changes to system generated time.
Column headings indicate leave used and hours earned. Descriptions of column headings:	
REG	"Regular" – The number of regular hours and/or official business hours the employee worked during the day.
AL	"Annual Leave" – Number of annual leave hours used during the day. A "R" preceding the number indicates restored annual leave was used. A "B" preceding the number indicates both annual and restored annual leave were used. A "F" preceding the number of hours used indicates leave under the Family Medical Leave Act was used. A "M" preceding the number of hours used indicates multiple types of annual leave used.
SL	"Sick Leave" – Number of sick leave hours used for the day. A "F" preceding the number of hours used indicates leave under the Family Medical Leave Act. A "FFL" in the "Other" leave column indicates sick leave taken under the Family Friendly Leave Act.
CTU	"Compensatory Time Used" – Number of compensatory time hours used for the day. A "R" preceding the number indicated religious compensatory time was used. A "B" indicates both compensatory time and religious compensatory time were used.
CHU	"Credit Hours Used" – Number of credit hours used for the day.

OTHER	Other types of leave used comprising one or more of the following: military leave, holiday, administrative leave, court leave (e.g. jury duty), home leave, continuation of pay, and time off incentive award.
NP	<p>“Non-paid leave” – Number of non paid leave hours used for the day.</p> <p>A “A” preceding the number of hours indicates absence without leave (AWOL) was charged.</p> <p>An “L” preceding the number of hours indicates leave without pay (LWOP) was used.</p> <p>A “S” preceding the number of hours indicates suspension (SUSP).</p> <p>A “F” preceding the number of hours indicates unpaid hours were used under the Family Medical Leave Act.</p> <p>A “M” preceding the number of hours indicates multiples types of non-paid leave.</p>
TOT BASE	Total number of base hours applied to your tour for the day.
N/S	Number of Night Differential or Sunday Differential hours worked for the day.
E/H	Number of Environmental Differential or Hazard Differential hours recorded for the day.
OT	Number of Overtime hours worked for the day.
HP	Number of Holiday Pay hours worked for the day.
CTE	<p>“Compensatory Time Earned” – Number of compensatory time hours earned for the day.</p> <p>A “R” preceding the number indicates Religious Compensatory hours earned.</p> <p>A “B” indicates that both compensatory time and religious compensatory time were earned.</p>
CHE	“Credit Hours Earned” – Number of Credit Hours earned for the day.
Supplements	(Indicated at the bottom of the timecard, under the dates) Displays the total number of supplement hours (corrections) for each leave category applied for the pay period.
Totals	(At the bottom left of the timecard) Totals for each column as described.
Paid Base	Total number of hours you will be paid for the pay period.

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(Based on materials from American Management Systems)