



**INTEGRATED TIME AND ATTENDANCE
SYSTEM (ITAS)**

**Demonstration
For
Employees**

ITAS – Integrated Time and Attendance System Logging On - A Quick Reference Guide

When you first begin using ITAS, you will use ITAS in parallel with TAIMS for a minimum of two pay periods. When you go "live" on ITAS, TAIMS is no longer used and your time and attendance is determined exclusively from ITAS. Your ITAS Administrative Officer will notify you when you will begin using ITAS "live".

Logging On to ITAS

- Open **Netscape or Internet Explorer**.
- In Location, type: <http://www.hrs.psc.dhhs.gov> - press **enter**.
- The **HRS Homepage** will appear - click on **Time and Attendance**.
- The **ITAS Homepage** page will appear.
 - If you are logging into ITAS as an Employee:
click on EMPLOYEE.
 - If you are logging into ITAS as a Leave Approving Official:
click on LEAVE APPROVING OFFICIAL (LAO).
 - If you are logging into ITAS as a Timekeeper:
click on TIMEKEEPERS.
- The next screen will be the logon screen.
- The ITAS **Login ID** = your **SSN** (no dashes) - press **TAB** or move the cursor with the mouse.
- Type in your password. The first time you login to ITAS enter the password "**newuser**". Remember passwords are **case sensitive**. Click in the "**OK**" box.
- ITAS will immediately require you to change your "**newuser**" password to a **unique** password of your choice.
- Type your current password "**newuser**" in the "**Current Password**" box.
- **TAB** or mouse click in "**New Password**" and type in the new password you wish to use with ITAS. Note: You must select a password that is **six to eight characters in length**.
- **Re-Type** your new password to confirm.
- Click in the "**OK**" box.
- The next screen will give you a message that your Password has been confirmed.
- Click in the "**OK**" box.
- You are now logged on. Select the function you would like to perform from the left side menu bar.
- Leave Approving Officials - the "Change Role" selection on the left side menu bar allows you to switch from your Leave Approving Official role to that of you, as an Employee.

?Forget Your Password?

- If you forget your password, see your **Timekeeper** or **ITAS Coordinator** who will reset your password back to "**newuser**".
- Log on using your **Login ID** = your **SSN** (no dashes). Tab to **Password** and enter "**newuser**". ITAS immediately requires you to change your "newuser" password to a unique password of your choice.
- Type your current password "**newuser**" in "**Current Password**".
- **TAB** or mouse click in "**New Password**" and type in the new password you wish to use with ITAS. Note: You must select a password that is **six to eight characters in length**.
- **Re-Type** your new password to confirm.
- Click in the "**OK**" box.
- The next screen will give you a message that your Password has been confirmed.
- Click in the "**OK**" box.

Refer to the Quick Reference Guide and/or ITAS User Manual for information on performing the Employee, Leave Approving Official (LAO), Timekeeper, and/or Administrative Officer (ITAS Coordinator) functions.

If you require **additional assistance** using ITAS, contact the **HRS Helpdesk at 301-504-3000**.

Introduction:

What is ITAS?

The Integrated Time and Attendance System (ITAS) is an application that operates under Microsoft Windows in a client/server environment for timekeepers and ITAS coordinators (Administrative Officers). For supervisors and employees there is a web-based version of ITAS. ITAS supports the tracking and reporting of hours worked and leave used for most employees at DHHS.

What are the Benefits of ITAS?

- Employees may see and verify their timecards
- Timekeeping by exception
- Tracks daily work activity
- Tracks leave earned and used and provides on line leave information
- Automatically enters holidays in the employee's record
- Secure
- Flexible
- No diskettes needed

How is Information Processed?

1. At the beginning of the pay period, each employee has a timecard automatically created with regular hours entered.
2. Throughout the pay period, the employee, Timekeeper, or ITAS Coordinator may process requests for leave, or enter in extra hours worked.
3. As the Approving Official approves leave, ITAS enters this information into the employee's timecard.
4. At the end of the pay period, the ITAS Administrator processes the pay period closeout. This creates a timecard for each employee for the next pay period, including any holidays and/or approved leave for the pay period.

What are the Roles and Responsibilities of Employees in ITAS?*

Employee:

1. Record daily sign-in/sign-out (may be optional)
2. Review and verify time card (may be optional)
3. Submit on-line leave requests to Approving Official (may be optional)

Timekeeper:

1. Modify leave and work hours on employee timecard, if necessary
2. Modify employee profile information, if necessary
3. Process requests for employees to use or donate leave, if necessary
4. Identify and maintain account status for VLTP recipients
5. Print reports (optional)
6. Process supplements (amendments), if necessary
7. Review reporting relationships, if necessary

ITAS Coordinator (Administrative Officer)

1. Maintain employee profile information
2. Maintain reporting relationships
3. Modify leave and work hours on employee timecard, if necessary
4. Process request for employee to use or donate leave, if necessary
5. Identify and maintain account status for VLTP recipients
6. Print reports (optional)
7. Modify leave balances, if necessary
8. Maintain organization codes

Approving Official:

1. Approve/disapprove pending leave request
2. Approve timecards
3. Designate alternate Approving Officials

ITAS Administrator (DHHS, Silver Spring, MD)

1. Maintain code/information tables
2. Post leave globally and mass approve timecards, if necessary
3. Pay period closeout and related activities

*Responsibilities listed as optional may be required by the agency. There may also be other time and attendance responsibilities outside of ITAS.

Employee Roles:

Sign-In/Out

Employees will not be asked to routinely sign-in/out via ITAS. This is consistent with the Secretary's policy on sign-in/out. You may be asked to sign-in/out via ITAS under special circumstances as dictated by a legitimate workplace requirement.

Special circumstances where sign-in/out may be required are:

- If you are on a flexible work schedule that permits you to earn credit hours.
- You have been placed on special leave procedures (restrictions).
- You have been approved to work overtime.
- You are entitled to receive environmental differential or hazardous duty pay.

Check with your agency concerning policy on sign-in/out.

Leave Request

This feature allows you to submit a request for leave to your supervisor on-line. You can also request to donate leave to another employee. You may review your request on-line to determine if your supervisor has approved it. Once your supervisor has approved your leave request it is automatically posted to your timecard in ITAS.

This feature should be used in place of completing Form SF-71, Request for Leave. You should check with your supervisor for policy in your office.

To request leave

Instructions:

To create a full day request:

- Click on Request Leave
- Fill in the Start Date. The End Date will default to the same value, which you may change.
- Select a Leave Type. If your desired type is not shown or you want multiple types, choose Other Types. Other Types denotes all leave types (AL, SL, and LWOP may be selected on this page too) and includes FFL, FMLA, Comp Time etc.
- Click the Submit button.

To create a partial day request:

- Click on Request Leave
- Fill in the Start Date. The End Date will default to the same value, which you may change.
- Select a Leave Type. If your desired type is not shown, choose Other Types to be directed to the Advanced page.
- Fill in the Start Time of your leave.
- Fill in either the End Time or # Hours; the other will be populated for you.
- Click the Submit button.

To Request leave for two or more types of leave on the same day:

- Click on Request Leave
- Fill in the Start Date. The End Date will default to the same value, which you may change.
- Click on Other types
- Click Submit
- ITAS will open window in which you will click on the **type of absence and enter number of hours** you wish to apply to the first leave category.
- Click on the **Add** button. The type of leave and amount will appear in the "Item Chosen" listing.
- You will see the "hours to charge" field change to the number of hours remaining toward the tour for the day.
- Click on the **type of absence** on the type of leave you are requesting for the remaining hours.
- Click on the Add button. The type of leave and amount will appear in the "Item Chosen" listing.
- Click on the **OK** button.

Leave Request will appear in the LAO's Pending Leave Request window. If the Approving Official then approves the leave the leave will be added to the employee's timecard.

Removing a Leave Request:

You may use this process to remove a leave request that has not yet been approved or is for a future date. See your Timekeeper for additional help, if necessary.

- Click on Request Leave
- Click on "View or delete existing leave request".
- Click on the roll of leave you wish to delete.
- Click on "Delete" button

To Process a Donate Leave Request:

- Click on Donate Leave
- Click on the name of the employee to whom you wish to donate leave. If you don't see the employee's name, see your Timekeeper.
- Click on the "Number of Hours" box and type in the number of hours of annual leave being donated.
- Click on the \geq / button.
- Click on the OK button.

Review Credit Hours:

Employees who earn credit hours and sign-in/out via ITAS will be able to view a history of credit hours earned and used in the current pay period. Employees who do not sign-in/out should see Timekeeper about entering credit hours earned to his/her timecard.

Privacy Act Notice:

You may view the Privacy Act Notice as it applies to ITAS on the logon screen.

Change Password:

This function allows you to change your current ITAS password. Note that ITAS requires all users to change their password every 180 days for security reasons.

Enter your current password and a new password that is from six to eight numbers and/or letters. Your new password may not be any of the last ~~ten~~ passwords you used in ITAS. Your password is case sensitive.

Note: If you have forgotten your password and cannot access ITAS, see your Timekeeper of ITAS Coordinator.

Verify Timecard:

Employees may be asked to view and verify the accuracy of their timecard in ITAS. ITAS gives employees the capability to view their time and attendance record for the current pay period before it is processed in order to compare information with their own records and discuss any discrepancies with their Supervisor and Timekeeper. Employee may also view time and attendance information from previous pay periods.

To View and Verify Your Timecard:

- Click on **Verify Timecard**
- Select the current pay period. Click on “**Open Timecard**” button.
- The **Timecard Summary** window appears with leave for the pay period indicated and/or extra hours worked for the pay period.
- If the information is correct, click on the **Verify** button. If the timecard is not correct click on the **Close** button and discuss the incorrect information with your Supervisor or Timekeeper.

Reports:**Timecard**

Employee may review current and previous pay period timecards.

- Click on Timecard
- Select pay period dates

Leave Request:

Employee may request leave report for specific time period and ITAS will display Date, Start/End, Type, Hours, and Status.

- Click on Leave Request
- Enter Dates
- Click on Submit
- ITAS displays leave
- Click Close

Credit Hours:

Employee may view credit hours earned and used.

- Click on Credit Hours
- ITAS display credit hour information
- Click Close

Timecard for Regional Employee 10/22/2000-11/04/2000 (23-2000)

SAC: HNA Verified Status: No Annual Leave Category: 08
 Tour Hours: 80.00 Approved Status: No Transmit Date:

Annual Leave: 180.00 Credit Hours: 0.00 Credit Hours Lost: 0.00 Sick Leave: 84.00 FFL Used: 0.00
 Restored Annual Leave: 0.00 Comp Time: 0.00 Comp Time Lost: 0.00 Adv. Sick Leave: 0.00 Donated YTD: 0.00
 Projected Annual Leave: 40.00 Rel. Comp Time: 0.00 Rel. Comp Time Charged: 0.00 Use or Lose: 0.00 VLTP Leave: 0.00

Date	REG	AL	SL	CTU	CHU	Other	NP	Base	N/S	ENV	OT	HP	CTP	CHE
S 10/22/2000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
M 10/23/2000A	8.00	-	-	-	-	-	-	8.00	-	-	-	-	-	-
T 10/24/2000 A	8.00	-	-	-	-	-	-	8.00	-	-	-	-	-	-
W 10/25/2000A	8.00	-	-	-	-	-	-	8.00	-	-	-	-	-	-
T 10/26/2000 A	8.00	-	-	-	-	-	-	8.00	-	-	-	-	-	-
F 10/27/2000 A	8.00	-	-	-	-	-	-	8.00	-	-	-	-	-	-
S 10/28/2000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
S 10/29/2000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
M 10/30/2000A	8.00	-	-	-	-	-	-	8.00	-	-	-	-	-	-
T 10/31/2000 A	8.00	-	-	-	-	-	-	8.00	-	-	-	-	-	-
W 11/01/2000A	8.00	-	-	-	-	-	-	8.00	-	-	-	-	-	-
T 11/02/2000 A	8.00	-	-	-	-	-	-	8.00	-	-	-	-	-	-
F 11/03/2000 A	8.00	-	-	-	-	-	-	8.00	-	-	-	-	-	-
S 11/04/2000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplements	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS:	80.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00

Paid Base: 80.00 Report Run Date/Time: 10/23/2000 10:44 AM

Legend

- A : System generated hours
- M : The employee Signed-In or Signed-Out and changed the clock time
- T : Hours generated by a change made by the Timekeeper
- * : Supplement exists for the day
- ** : Multiple other leave types used for the day
- [] : A blank indicates a Sign-In and Sign-Out where the hours were still system generated because here was no time change made

Field Name	Description
Tour Hours	Displays the total number of hours you are required to work for the pay period.
Pay Period	Displays the pay period number for the timecard you are viewing.

Pay Year	Display the pay period year for the timecard you are viewing.
SAC	Displays your standard accounting code.
Annual Leave Category	Displays the annual leave accrual category for the employee.
Transmit Date	Displays the date the timecard you are viewing was transmitted to the Department of Health and Human Service's payroll system.
Balances	Displays your various leave balances. If you are viewing a timecard for a previous pay period, the balances are as of the end of that pay period. These balances reflect all leave used during the pay period and all supplements entered by your timekeeper or ITAS coordinator during the pay period.
Date	Displays the day and date in the pay period. Next to the date is one of the above indicators. See Legend above.
Reg	Displays the number of regular hours that you worked for the day.
AL	Displays the number of annual leave hours that you used for the day. An "R" preceding the number indicates restored annual leave is used. An "B" indicates that both annual leave and restored annual leave are used. An "F" indicates hours under the Family Medical Leave Act. An "M" indicates multiple uses of annual leave.
SL	Displays the number of sick leave hours that you used for the day. An "F" preceding the number of hours indicates hours under the Family Medical Leave Act.
CTU	Displays the number of compensatory time hours that you used for the day. An "R" preceding the number indicates religious compensatory time used. An "B" indicates that both compensatory time and religious compensatory time are used.
CHU	Displays the number of credit hours that you used for the day.
Other Hrs	Displays the number of other leave hours that you used for the day. Other types of leave comprise one or more of: military leave, holiday, administrative leave, court leave (e.g., jury duty), continuation of pay, and time off incentive award.
NP	Displays the number of non paid leave hours that you used for the day. An "A" preceding the number indicates absent without leave (AWOL) is used. An "L" indicates leave without pay (LWOP) is used. An "S" indicates suspension (SUSP) is used. An "F" indicates hours were used under the Family Medical Leave Act. An "M" indicates multiple.
Tot Base	Displays the number of based hours applied to your tour of for the day.
N/S	Displays the number of night differential or Sunday differential hours that you worked for the day.
ENV	Displays the number of environmental differential or hazard differential hours that you recorded for the day.
OT	Displays the number of overtime hours that you worked for the day.
HP	Displays the number of holiday pay hours that you earned for the day.

- CTE** Displays the number of compensatory time hours that you earned for the day. An "R" preceding the number indicates religious compensatory hours earned. An "B" indicates that both compensatory time and religious compensatory time are earned.
- CHE** Displays the number of credit hours that you earned for the day.
- Supplements** Displays the total number of supplement hours for each leave category applied for the pay period.
- Totals** Displays the total number of hours for each of the columns that apply toward your tour of duty.
- Paid Base** Displays the number of hours you will be paid for the pay period.