



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

**Demonstration
For
Supervisors**

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**.

Using ITAS – Integrated Time and Attendance System A Quick Reference Guide (LEAVE) APPROVING OFFICIALS

As a Supervisor/Leave Approving Official (LAO) you will approve/deny leave requests submitted by employees and approve timecards for employees at the end of each pay period. . The functions available to you as a Leave Approving Official are:

Section 1. APPROVE LEAVE

This function allows you to review and approve or deny leave requests. Leave requests you approve are automatically posted to the employee's timecard.

1. For each leave request:
 - Click the **Apr** radio button to mark the leave request as Approved.
 - Click the **Dny** radio button to mark the leave request as Denied.
 - Click the **Pnd** radio button to mark the leave request as Pending.

2. For additional information:
 - Click the **Dlt** link to view the leave request Details.
 - Click the **TC** link to view the *current* Timecard Report.
 - Click the **Cal** link to view the Leave Calendar Report associated with the leave request.

3. To approve all pending leave request click on the **Set All Approved** button or to deny all pending leave request click on the **Set All Denied** button.

4. Once you have made your changes, click the **Submit** button.

If you wish to exit the function without saving your changes, click the Cancel button.

Section 2. APPROVE TIMECARDS

This function allows you to approve time and attendance information for employees in your organization for whom you are the Approving Official. Approval of the timecard by the Approving Official in ITAS is required in order for the employee to receive a salary check. DHHS policy prohibits the processing of timecards that have not been approved by an Approving Official.

Approving Officials must approve timecards for their employees in ITAS by COB the last Friday of the pay period. (This deadline is established so that all time and attendance is

accurately reflected in preparation for the Pay Period Close Process that is performed by the ITAS System Administrator.)

Choose the option “Approve Timecards” on the Approving Official Functions window.

1. The “Approve Timecards” detail window appears, indicating summary information for each employee.
2. For each timecard, click the checkbox to set the status to Approved. Use the buttons at bottom to set all timecards to Approved or reset them all to their initial status.

If leave is still pending for a timecard, then the phrase “Lv Pend” appears in place of the checkbox; a timecard cannot be approved until all related leave requests have been processed.

* denotes some hours added through supplements.

3. Clicking the Timecard link will open the Timecard Report for the selected row in a new window.
4. To view information for a particular day, position the cursor on the desired day and click the mouse until the row is highlighted with a black bar. This activates the option Timecard Detail at the bottom of the window. Click on Timecard Detail to view more specific information on leave used or hours earned by the employee for the particular day. Close the Timecard Detail window to return to the Timecard Summary window.
5. Once you’ve made your changes, click the **Submit** button to save them.

If you wish to exit without saving your changes, click the Cancel button.

Section 3. Approve For. . .

This option enables to approve timecards as an alternate approving official.

1. Click on *Approve For. . .*
2. Highlight the name of the Approving Official for whom you wish to approve for.
3. For each timecard, click the checkbox to set the status to Approved. Use the buttons at bottom to set all timecards to Approved or reset them all to their initial status.

If leave is still pending for a timecard, then the phrase “Lv Pend” appears in place of the checkbox; a timecard cannot be approved until all related leave requests have been processed.

* denotes some hours added through supplements.

4. Once you have made your changes, click the **Submit** button.

If you wish to exit without saving your changes, click the Cancel button.

Section 4. DESIGNATE ALTERNATE

This option allows you to designate Approving Official alternate(s) to approve timecards in your absence. (This option is also available to Timekeepers and ITAS Coordinators.)

The list of available Alternate Approving Officials is displayed. To select an Alternate Approving Official, click the checkbox if you want to designate the Approving Official as your alternate. Conversely, de-select or unclick the checkbox to remove the Approving Official as your alternate.

Use the buttons to choose every Approving Official as your alternate, unselect every Approving Official as your alternate or reset them to their initial status.

Once you have made your selections, click the **Submit** button to accept your changes. If you wish to exit without saving your changes, click the Cancel button.

Section 5. Reports

This function allows you to view the following reports:

- A. Timecard – View employees Timecard assigned to Approving Official.
- B. Leave Calendar – View employees leave request
- C. Sign-In/Sign-Out – Not Applicable to DHHS

Timecard

- Select an employee
- Select a pay period
- Select a report format
- Click on Open Report

Leave Calendar

- Select a leave year
- Select a month
- Click on Open Report

Note: This is a review only function, you cannot make changes.

Section 6. Change Role

This function allow you to change from Approving Official role to that of Employee.

Section 8. USER HELP

1. If you encounter problems using the ITAS software you should contact your timekeeper and/or your ITAS Coordinator. Administrative Officers/ITAS Coordinators and Timekeepers provide information regarding the IFAS operation in their respective organization.
2. The HRS Helpdesk provides assistance to Timekeepers and/or ITAS Coordinators with problems/questions related to the use of ITAS software. They can be reached on 301-504-3000 or via email at Hhelpdesk@psc.gov
3. A more comprehensive ITAS manual in Word 97 and Adobe Acrobat format is available on the HRS ITAS Web page at <http://www.hrs.psc.dhhs.gov>

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	“Non-paid leave” – Number of non paid leave hours used for the day. A “A” preceding the number of hours indicates absence without leave (AWOL) was charged. An “L” preceding the number of hours indicates leave without pay (LWOP) was used. A “S” preceding the number of hours indicates suspension (SUSP). A “F” preceding the number of hours indicates unpaid hours were used under the Family Medical Leave Act. A “M” preceding the number of hours indicates multiples types of non-paid leave.
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	“Compensatory Time Earned” – Number of compensatory time hours earned for the day. A “R” preceding the number indicates Religious Compensatory hours earned. A “B” indicates that both compensatory time and religious compensatory time were earned.
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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