

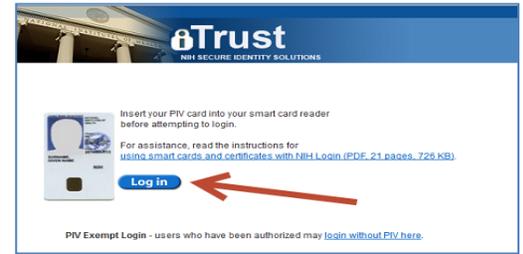


# INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): TELEWORK FOR EMPLOYEES

## 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.



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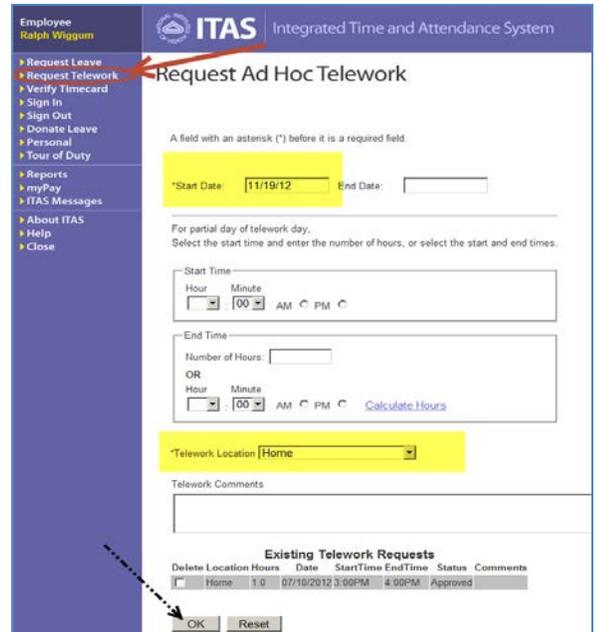
In order to make an Ad Hoc Telework Request, click on Request Telework in the left hand navigation and:

1. Insert Start Date
2. (Insert Start Time, End Time and End Date if request is for partial day)
3. Select Telework location
4. Insert comments (if applicable)
5. Click OK\*
6. Request must be approved / denied by Employee's Leave Approving Official

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In order to request a Tour of Duty that includes Telework, click on Tour of Duty in the left hand navigation and:

1. Select a Telework Location
2. If the Telework will occur during Regular hours, click on the gray box next to Regular. (OT Earned-ARSOT is also an option)
3. To select a full day of Telework click on the Telework checkbox above Start / Stop time
4. To select a partial day of Telework click on the Telework checkbox and insert Start and Stop time for Telework. Then insert Start and Stop time for non-Telework hours for same day



5. Click OK, Pay Period will change and Telework selection will disappear
6. Request must be approved / denied by Employee's LAO and will not go into effect until the next pay period.
7. To request an occasional change to an approved telework schedule, request the change verbally or in an e-mail to LAO - no ITAS action required



\*Will generate email to Employee and LAO