



## INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

## POSTING HOLIDAY LEAVE FOR MAXIFLEX EMPLOYEES

Role: Employee

## LOGGING IN

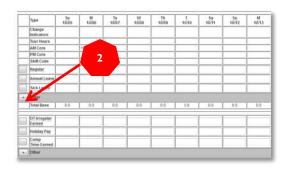
To log into the Integrated Time and Attendance system (ITAS) go to <a href="https://itas.nih.gov">https://itas.nih.gov</a>. Click the login button, use your PIV card and pin. If you are exempt from using your PIV card, click the non-PIV login page link. Once logged into ITAS, select Employee under Change Role if needed.

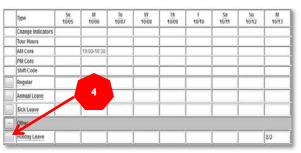
## **POSTING HOLIDAY LEAVE**

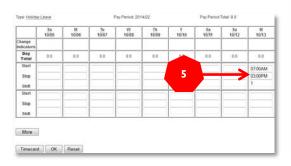
In order for a Maxiflex Employee to receive paid leave for a Federal holiday, the employee must post the hours onto their Timecard. Employees can post holiday leave onto their Timecard by performing the following steps:

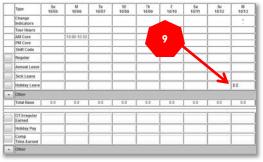
- 1. Click on Certify Timecard in the left navigation area.
- 2. Click the first + button to display additional leave types on the Certify Timecard screen.
- 3. Enter 8.0 (cannot be more than 8.0) into the Holiday Leave field for the date that is a Federal holiday.
- 4. Click the Holiday Leave Zoom button.
- 5. Enter the Start/Stop Times that correspond with the hours of holiday leave on the Timecard Details screen. **DO NOT include a meal break.**
- 6. Enter a Shift if needed.
- 7. Click the OK buttons.
- 8. Click the Timecard button.
- 9. Verify that the Holiday Leave hours are displayed on the Certify Timecard screen.

NOTE: Please be careful not to enter any Regular hours with Start/Stop Times on the day with Holiday Leave, because ITAS will display a Start/Stop Time overlap error message. Holiday Pay should only be entered if the employee is required to work on the Holiday.









Employee Brown, Charlie