**VATAS (TIMECARDS)**

VATAS is your VA Time and Attendance System

Intermittent employees are required to email signed off hours worked and/or planned hours for the remaining week by 8 a.m. on the second Thursday.

Full-time/Part-time employees require permanent TOD (Tour of Duty). New employees will need to discuss their tour of duty with their supervisor and then email Zhoie Bigham ([Zhoie.Bigham@va.gov](mailto:Zhoie.Bigham@va.gov)) so she can enter it into the system. Full/Part time staff are required to submit leave requests. All leave requests will need to be submitted day of and/or in advance.

Click here to access VATAS (note that this link is only accessible on VA networks):

[VA Identity and Access Management System (IAM)](https://ssologon.iam.va.gov/centrallogin/Default.aspx?appname=core&URL=https://ssologon.iam.va.gov/centrallogin/core/redirect.aspx&TYPE=33619969&REALMOID=06-db04009f-bad7-41d0-8621-812e5b531b54&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=$SM$8G2vBvh2w0Jc4Nff8W2sS53AvJJndaKGtTBRsPKu%2f8Qp7ur9HAYffUi5b1m87aNF&TARGET=$SM$https%3a%2f%2fvatas%2eva%2egov%2fwebta%2fVATimesheetManagement)

**How to enter leave request:**

After entering your credentials, you will see the following menu

**Graphical user interface, application, table

Description automatically generated**



**Leave Requests < Add Leave Request**

**Table

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**Add Leave Request < Leave Request Form**

Graphical user interface, Word

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When entering your leave, you will need to make sure all highlighted areas are correct to avoid constant corrections and/or denying of leave request.

**Leave Type –** Please ensure you are entering the appropriate leave code

**LA – ANNUAL**

**LS – SICK**

**CT – Comp Time Taken**

**Start/End Date –** Start and End Date will **ALWAYS** be the same date **(ex: Start: 12/31/21 End: 12/31/21)**

**Start/Stop Time –** If taking time off for the day you will need to enter your **TOD (Tour of Duty)**

**Mealtime –** Full-time employees will need to incorporate 0:30 for mealtime when taking a full day off

Once you have entered the appropriate leave code it will display your current leave balance. You can also view your leave balance by going to the **Employee Main Menu** and clicking on **Leave Balance**.

Graphical user interface, application

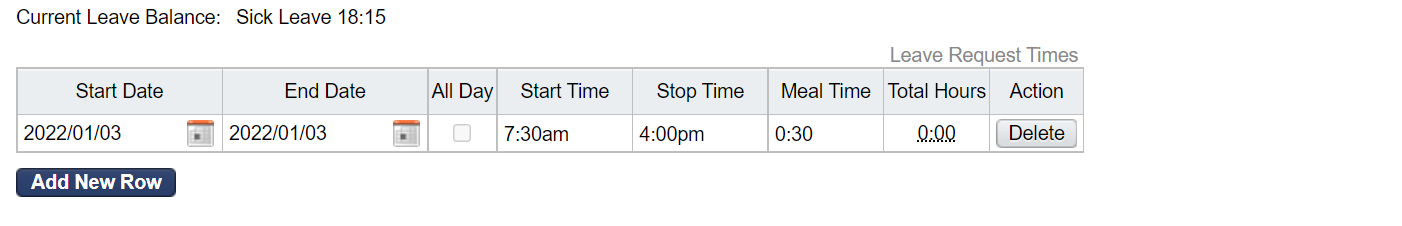
Description automatically generated

Ensure your **Start** and **End Dates** **match** and the **appropriate Start** and **Stop Time** are entered.

Continue to scroll down as there are additional questions that you need to answer before submitting.

**Entering multiple Leave Request**

When entering multiple leave requests, click on Add New Row and repeat above instructions. Please note you are only able to enter leave requests for one pay period at a time. You may only add a new row if it is in the same pay period. If your second request is in a different pay period, go back to the home screen and enter a new Leave Request.

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**Editing and Adding Leave**

Please see the screenshot below for VATAS schedule for adding or editing leave requests.

|  |  |
| --- | --- |
|  | Green days -VATAS is open  Yellow day - Use caution. Please no leave after COB.  Red days - VATAS is down. Please do not use the system as it could decertify your timecard and affect your paycheck. |

**Holiday Pay**

Full-time employees will receive full pay for Federal Holidays, if full-time staff plan to work the holiday this request will need to be approved by your supervisor prior.

Part-time staff will only receive holiday pay if the holiday falls on day that you are scheduled to work. Unfortunately, Part-time employees do not qualify for “in lieu of” holidays**.**

**FMLA/Parental Leave**

Please contact Lizzy Koester ([Elizabeth.Koester@va.gov](mailto:Elizabeth.Koester@va.gov)) for questions on FMLA or parental leave.