

***System Name:***

Integrated Time and Attendance System (ITAS).

***System Location(s):***

National Science Foundation, Division of Financial Management, Payroll Section, 4201 Wilson Boulevard, Arlington, VA 22230. Paper copies may be maintained in individual offices.

***Categories of Individuals Covered by the System:***

NSF current and former employees (including consultants).

***Categories of Records in the System:***

Records include documents related to employee's attendance, leave, and overtime. It also includes Social Security Number.

***Authority for Maintenance of the System:***

5 U.S.C., Chapters 61 and 63; Department of the Treasury Requirements Manual; GAO manual, Title 6--Pay, Leave and Allowances

***Purpose(s):***

This system enables the NSF to maintain all data which apply to the time and attendance of each NSF employee. Information incorporated into the "NSF Payroll System," NSF-22.

***Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:***

Information from this systems may be disclosed to:

Information from this system is incorporated into the "NSF Payroll System" described in NSF-22. The routine uses listed in that system are also applicable to this system.

***Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:***

***Storage:***

Records are maintained electronically.

***Retrievability:***

Filed by NSF employee identification number during current pay year and alphabetically by last name, thereafter.

***Safeguards:***

NSF employs security guards. Building is locked during non-business hours when guard is not on duty. Room in which records are kept is locked during non-business hours. A password is needed to access the computer system.

***Retention and Disposal:***

Employee information is deleted at the end of the year in which employee leaves the Foundation. Cumulative information is kept on master tapes and maintained in NSF and at off-site location and destroyed after five years.

***System Manager(s) and Address(es):***

Director, Division of Financial Management, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

***Notification Procedure:***

The Privacy Act Officer should be contacted in accordance with procedures found at 45 CFR part 613.

***Record Access Procedures:***

See "Notification" above.

***Contesting Record Procedures:***

See "Notification" above.

***Record Source Categories:***

Information input by employee, verified by timekeeper and approved by supervisor in individual offices.

***Systems Exempted from Certain Provisions of the Act:***

None.

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