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.

**Retrieval:**

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.