



Administrative Policy No. 19.20.03

Subject: Time and Attendance Requirements and Delegation of Approvals

Information Contact: Office of Accounting Services
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Authorizing Source: State Administrative and Accounting Manual
Collective Bargaining Agreements

Effective Date: November 18, 2025

Revised: New

Approved By: **Original Approved by Richard Pannkuk**
Assistant Secretary / Chief Financial Officer

Purpose

The Department of Social and Health Services (DSHS) require all employees to verify the accuracy and completeness of their time and leave each pay period. Overtime-eligible employees and all employees paid on an hourly basis (part-time and on-call) are required to keep positive time reporting to document all hours worked, per the Fair Labor Standard Act.

This policy is to establish responsibilities for internal controls related to assigning delegations of authority and processing for time and leave.

Scope

This policy is to address the requirements for both employees and supervisors for time and attendance reporting and leave approvals. This policy will cover both SILAS and Leave Tracker systems.

Time and Attendance occurring from the effective date and beyond will be based on the applicable collective bargaining agreements.

Additional Guidance

[DSHS administrative policies,](#)

18.31.00, Holidays and leave

18.28, Compensation

Fair Labor Standard Act

[Leave Tracker FAQs](#)

[Leave Tracker tips and tricks](#)

[SILAS SharePoint](#)

[State Administrative and Accounting Manual](#)

Definitions

Administration means the affected DSHS programs, including the division, office, or staff designated by the assistant secretary or division director as being responsible for compliance with this policy.

Clock in/clock out is the action taken at the beginning or end of one's shift and the beginning or end of one's unpaid meal period.

Employee means an individual in DSHS who:

1. Is paid a salary, or wages, and receives benefits for work performed for DSHS;
2. Has been issued a state employee identification number;
3. Is recognized as a state employee by the state Department of Enterprise Services (DES); and
4. Is paid through the human resource management system.

Exception message is the notification within the System for Integrated Leave, Attendance, and Scheduling (SILAS) of information, error or action needed. There are three types of exception messages:

1. White (informational)
2. Yellow (warning)
3. Red (action required)

Exception time reporters are generally full-time, overtime-exempt employees who are paid on a salary basis each pay period. Exception time reporters generally report only hours associated to leave for time not worked and certain pay premiums, where applicable and eligible.

Fair labor standards act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping of work hours, and employment standards for overtime eligible employees.

Leave Tracker is the official system for reporting time and leave transaction for employees that do not use SILAS.

Overtime eligible employees are eligible for overtime pay. Overtime compensation occurs when either 1) daily hours worked are outside of the regularly scheduled shift, or 2) work hours within a standard seven-day work week exceed 40 hours.

Overtime exempt employees are not eligible for overtime pay. Exempt employees will not

receive overtime pay, regardless of the number of days or hours worked. They may be eligible for other pay premiums, which are subject to the applicable rules within the RCW, WAC, CBA, and MOU.

Positive time reporting is the documentation and recordkeeping of daily hours worked for overtime-eligible employees for use in the calculation of regular hours, overtime hours, and pay premiums. Positive time reporters are generally overtime-eligible employees, all employees paid on an hourly basis (part-time and on-call), and those that need to track time for a specially funded project or program.

Supervisor means an individual within DSHS who holds the responsibility and authority to manage, direct, and oversee the work and performance of assigned employees. Supervisors at DSHS make decisions related to work assignments, performance evaluations, training, and development, and address and resolve workplace issues. They ensure team members adhere to organizational policies and procedures and maintain compliance with regulatory and performance standards.

SILAS, the System for Integrated Leave, Attendance, and Scheduling, is an automated and integrated time and attendance, scheduling, and regulated leave case management system. Within SILAS, the three modules interface with each other and include installation of onsite time clocks to capture time worked that automatically post to employees' timesheets.

Timekeeper is an individual within the DSHS responsible for accurately tracking and maintaining employee attendance and work hours. The timekeeper ensures that all-time records are up-to-date and comply with agency policies and regulations. Timekeepers play a crucial role in processing payroll, tracking leave balances, and resolving discrepancies related to timekeeping. The timekeeper also assists in generating reports and provides support for audits and compliance reviews.

Time slice is the individual line of entry on a specific date on the SILAS timesheet.

Policy Requirements

I. Overtime eligible and all part-time and on-call employees must:

1. Keep positive time reporting by recording all hours worked in SILAS or Leave Tracker .
2. Record their own time:
 - a. For employees using SILAS, use a time clock to record the start of the shift, start of the unpaid meal break, end of the unpaid meal break, and end of the shift.
 - b. For employees using Leave Tracker, make daily timecard entries for regular hours worked, overtime hours, and any other pay premiums.
3. Regularly review their timecard for accuracy and completeness.
 - a. For employees using SILAS, review your exception messages daily and resolve all pay impacting issues by the next scheduled shift or the last day of the pay

period, whichever comes first. If you cannot resolve the exception message on your own, please reach out to your supervisor.

- b. For employees using Leave Tracker, add time worked daily and make sure the wage code used is accurate.

II. Exception time reporters (overtime exempt employees) must:

1. Report leave for any time they did not work.
2. Make timely requests, if eligible for certain pay premiums, in SILAS or Leave Tracker by the next scheduled shift or the last day of the pay period, whichever comes first.
3. Regularly review their timecard for accuracy and completeness.
 - a. For employees using SILAS, review your exception messages daily and resolve all pay impacting issues by the next scheduled shift or the last day of the pay period, whichever comes first. If you cannot resolve the exception message on your own, please reach out to your supervisor.
 - b. For employees using Leave Tracker, make sure all leave has been accounted for within the pay period. Any missing leave must be entered by the next scheduled shift or the last day of the pay period, whichever comes first.

III. All employees must:

1. Submit planned leave in advance. Planned leave must be approved before it's taken per DSHS AP 18.31.00 and CBA.
2. Enter unplanned leave into SILAS or Leave Tracker by the next scheduled shift or the last day of the pay period, whichever comes first.
3. Contact their supervisor if they are unable to make it to work or follow established policies for reporting their absence and preferred leave type to cover their absence, to the extent possible.
4. Attest to the accuracy of their timecard:
 - a. For employees using SILAS, submit the timecard at the end of each pay period to attest to its accuracy and completeness.
 - b. For employees using Leave Tracker, entries on the timecard are an attestation of their accuracy and completeness.

IV. Supervisors must:

1. Speak with their employees about expectations regarding time tracking and leave reporting.
2. Follow up on time sheet issues with their staff:
 - a. For employees using SILAS, remind staff to review their exception messages and resolve timesheet issues by their next scheduled shift.
 - b. For employees using Leave Tracker, remind them about missing timecard entries, and incomplete or partial entries.
3. Review and take action on all leave requests by the end of the pay period for their direct reports.
 - a. Editing of timecards by supervisors should only occur on an as needed basis. If

edits are needed, they will be to correct errors and to reflect actual hours worked.

4. Submit leave on the employee's behalf if an employee is not expected to return before the end of the pay period.
 - a. If the employee did not indicate a specific type of leave they would like to use during the absence, the supervisor will submit a leave slip of leave without pay.
5. Review employees' timecards for accuracy and completeness at the end of each pay period.
 - a. For employees using SILAS, review exception messages and resolve all pay impacting issues. If the employee cannot resolve the issue on their own, the supervisor will need to assist.
 - b. For employees using Leave Tracker, review missing entries list, verify the accuracy of timecard entries, and make sure entries reflect all hours worked and account for the employee's full scheduled shift each day.

V. Delegation of approvals

1. Supervisors must delegate their time slip approval authority only under the following conditions:
 - a. The delegate must hold a position of equal or higher authority (e.g., a deputy or another supervisor with comparable responsibilities).
 - b. Delegation must not be made to a subordinate (i.e., someone who reports directly or indirectly to the delegating supervisor), except in specific circumstances outlined below.
2. In cases where the primary supervisor is unavailable and timely review and approval of time and leave is essential; delegation may be temporarily assigned to a subordinate supervisor solely for the purpose of ensuring continuity in time slip processing.
3. Supervisors must delegate a minimum of three backup supervisors in SILAS or Leave Tracker. Delegates can approve timecard entries and leave requests when the primary supervisor is absent.