



---

## SSIS Time Entry – Web App

Save as Draft, Edit Draft, and View Submitted Time Record

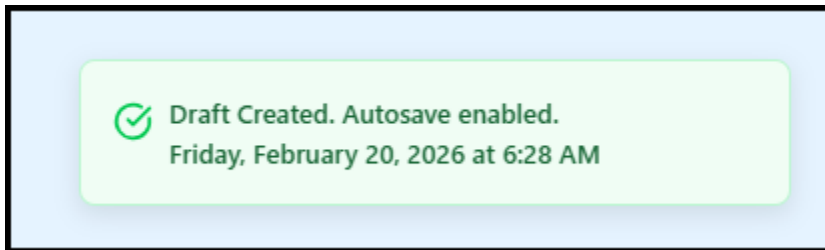
March 2026

---

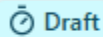

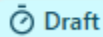

## SSIS Time Entry – Save, Autosave, and Edit Draft

After successfully logging into the web-based SSIS Time Entry application, users will be taken to the **Activity log**. In the upper-right corner of the Activity log, there is a green **Add time** button. Click **Add time** to begin entering a new time record. For additional information on creating a new time record, review the [SSIS Time Entry - Create & Submit New Time Record](#) located on the SSIS Resource page.

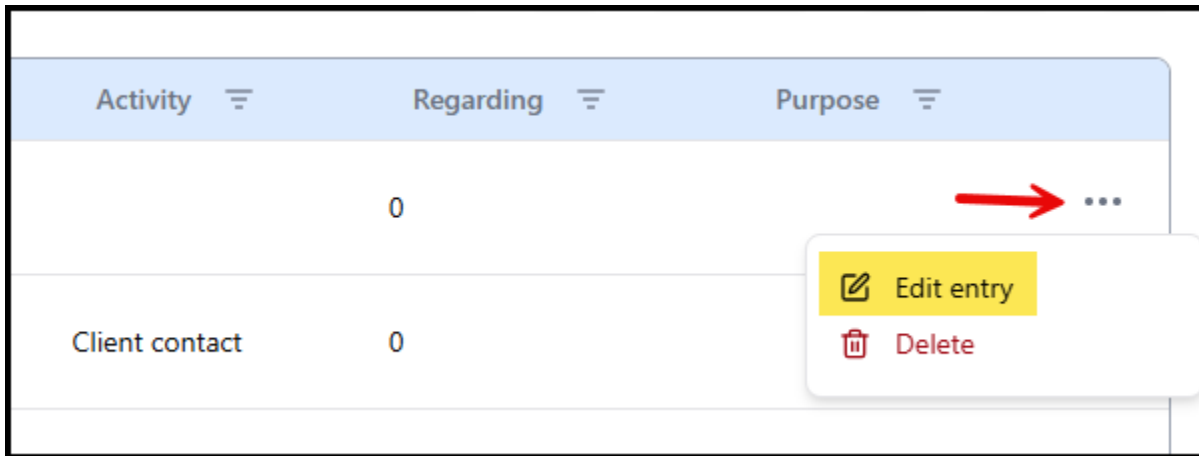
The Time Entry web application implements an automatic draft-saving function that triggers 10 seconds after a field is edited. Upon successful autosave, a status notification is displayed at the bottom of the **Time Entry** screen, indicating that the current record has been saved as a draft. Users can also select the **Save as draft** button at the bottom of the **Time Entry** screen to ensure a manual save process. If users are not able to complete the full time record, they are encouraged to remain on the **Time Entry** screen until the “Draft Created” or “Draft Saved” message appears.



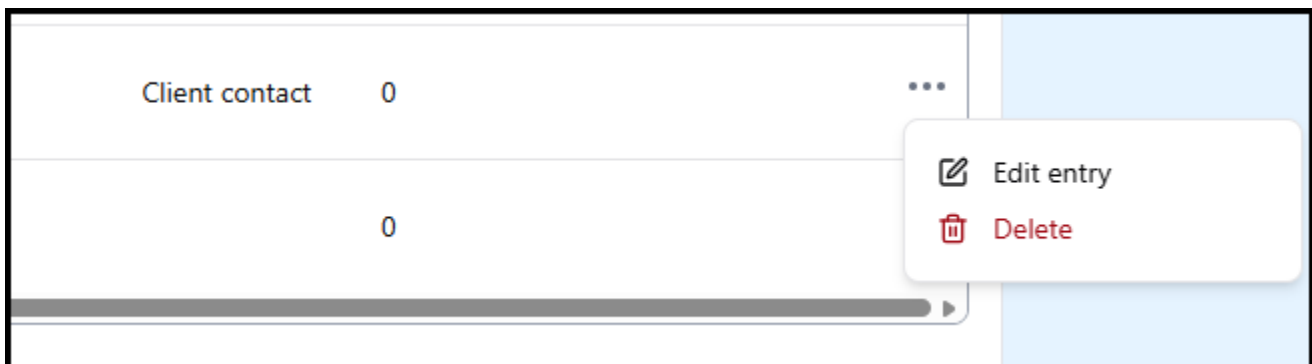
Draft time records are displayed in the **Activity log** with a badge indicating their Draft status. Drafts automatically expire one month after their creation date; the **Activity log** also shows the expiration date for each draft. Time records in Draft status created in the web application will not appear in, nor be editable within, SSIS. Only time records with a status of *Submitted* will display in the SSIS chronology.

State	Activity date
 Draft  Expires Mar 12, 2026	02/10/2026, 12:00 AM
 Draft  Expires Mar 22, 2026	02/20/2026, 12:00 AM

Users can edit and delete draft time records within the web application. To do so, navigate to the **Activity log**, locate the draft record they want to edit, and select **Edit entry** from the **Draft menu**.



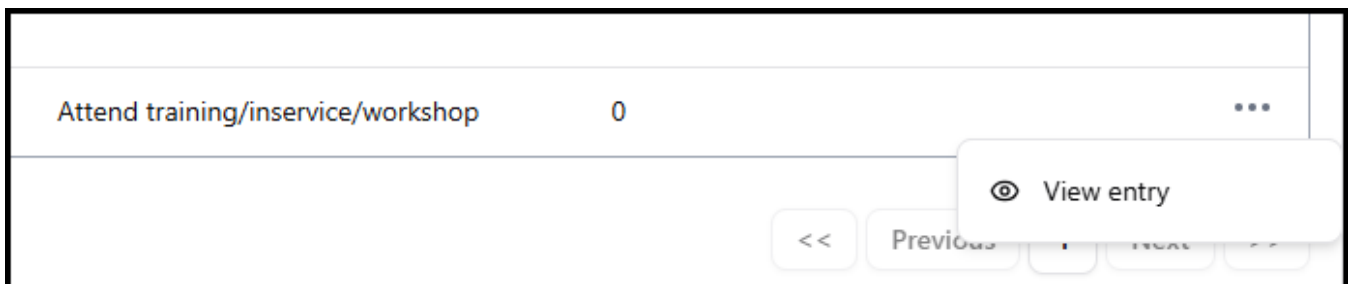
If the **Activity log** is not displayed in the full screen view, use the horizontal scroll bar to navigate to the right and access the **Draft menu**.



## SSIS Time Entry – View Submitted Time Record

Submitted time records appear in the **Activity log** when the activity date falls within the **Activity view** period. Users can view submitted time records by accessing the **Action menu** associated with that time record.

*Note: Submitted time records cannot be edited in the web application at this time.*



When users select **View entry** from the **Action menu**, the submitted time record will open in a side panel (drawer view). Users can make the view larger by selecting the **Toggle full screen** button. To close the record and return to the **Activity log**, click **Close** or the **"X"** in the corner.

