

SAP Timesheets

How to create, edit, view, and submit SAP Timesheets for Support Staff to use.

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Create SAP (Broker)

Timesheets can only be created for service types that are in a participant's budget. If an outcome exists in the Staff Action Plan for a service type not in the budget, the timesheet will have a status of "Not In Budget" and no action can be taken against it.

If a Respite outcome exists in the Staff Action Plan and Respite is in the budget, the Respite timesheet will be created automatically and cannot be edited. It will, however, still need to be approved before it can be used.

1. To create a timesheet, begin with a finalized and approved Staff Action Plan and navigate to the timesheets section.

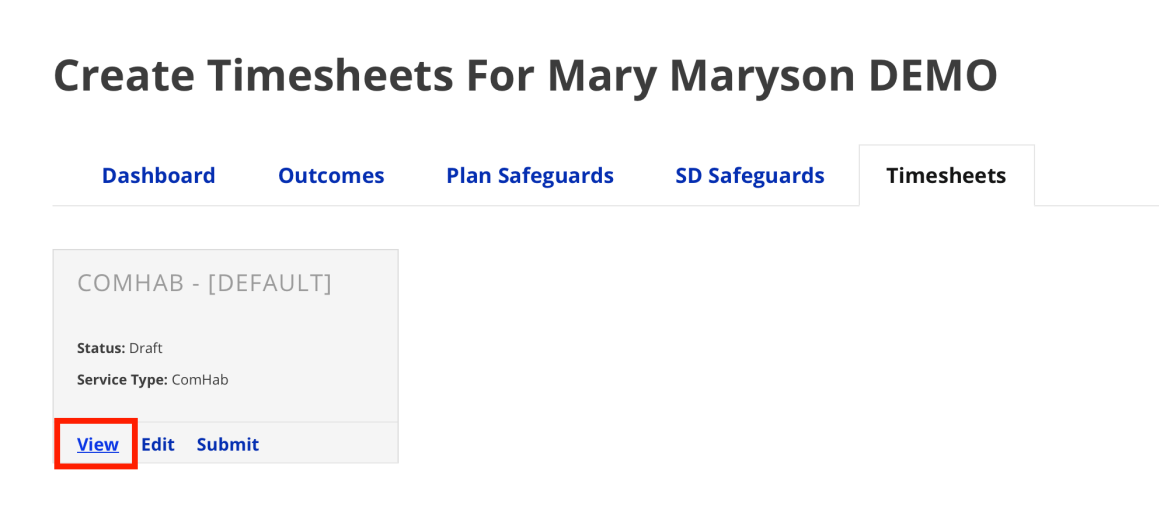
Create Timesheets For Mary Maryson DEMO

The screenshot displays a web application interface for creating timesheets. At the top, there is a navigation bar with five tabs: 'Dashboard', 'Outcomes', 'Plan Safeguards', 'SD Safeguards', and 'Timesheets'. The 'Timesheets' tab is currently selected. Below the navigation bar, there is a main content area. On the left side of this area, there is a light gray tile representing a timesheet. The tile contains the text 'COMHAB - [DEFAULT]', 'Status: Blank', and 'Service Type: ComHab'. At the bottom left of the tile, there is a blue button labeled 'Create', which is highlighted with a red rectangular border.

2. Click **Create** on the timesheet tile you would like to create.
3. Select the goals/outcomes to be included on the timesheet.
4. Click **Create**.

View SAP

1. From the timesheets section, click **View** on the tile of the timesheet you wish to view.



Create Timesheets For Mary Maryson DEMO

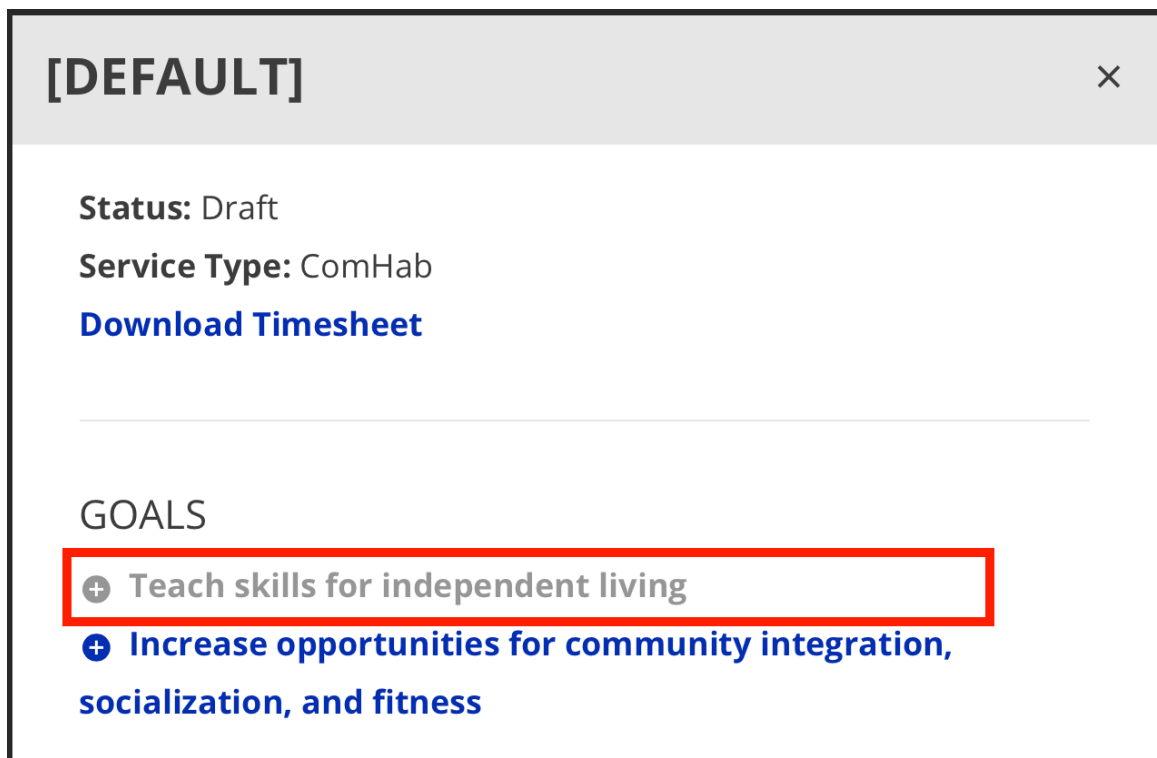
[Dashboard](#) [Outcomes](#) [Plan Safeguards](#) [SD Safeguards](#) **Timesheets**

COMHAB - [DEFAULT]

Status: Draft
Service Type: ComHab

[View](#) [Edit](#) [Submit](#)

2. Click the entries in the Goals section to expand and view the actions associated with each valued outcome.



[DEFAULT] ×

Status: Draft
Service Type: ComHab
[Download Timesheet](#)

GOALS

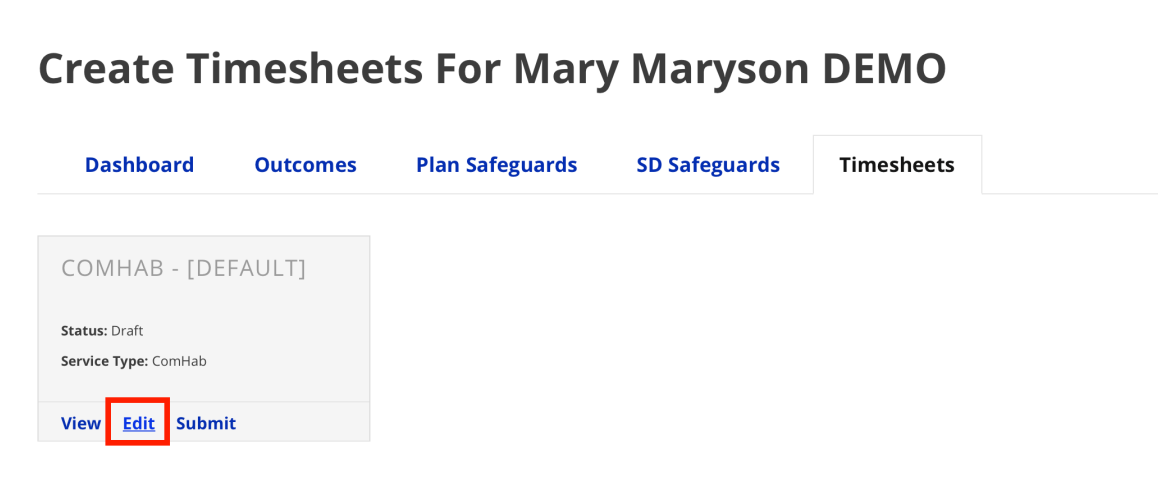
- [+ Teach skills for independent living](#)
- [+ Increase opportunities for community integration, socialization, and fitness](#)

3. Close the card window when done.

Edit SAP (Broker)

Only Draft timesheets can be edited. To edit a timesheet, follow the steps below.

1. From the timesheets section, click **Edit** on the tile of the timesheet you wish to edit.



Create Timesheets For Mary Maryson DEMO

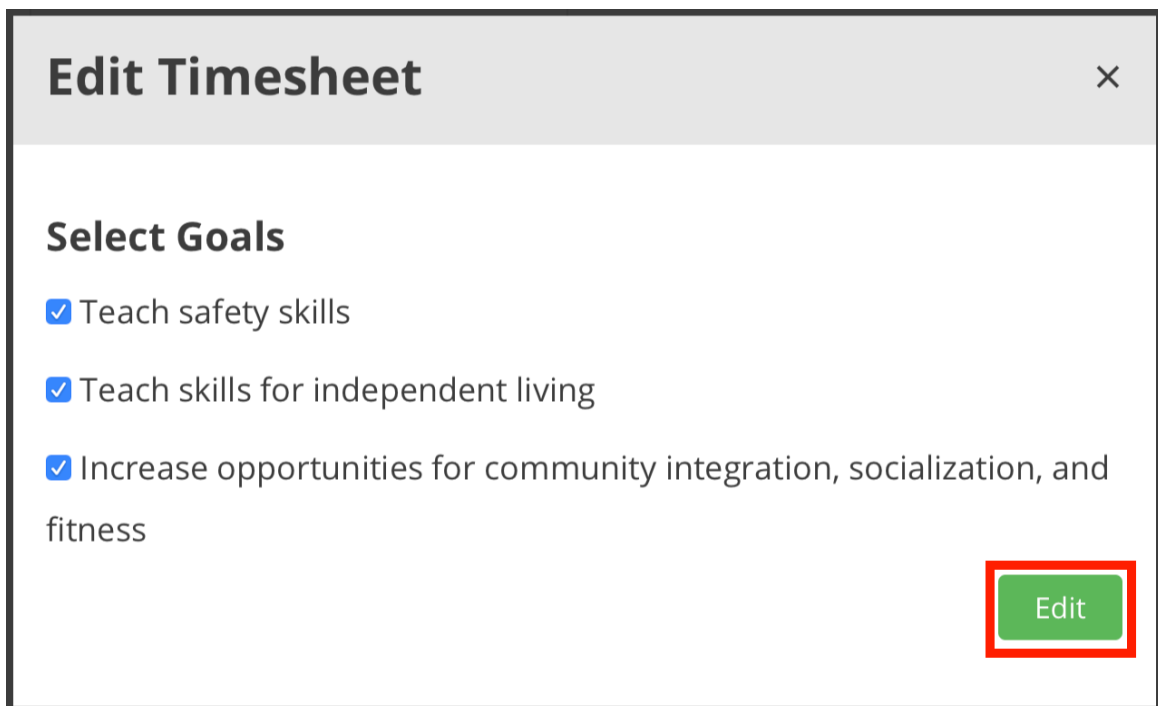
Dashboard Outcomes Plan Safeguards SD Safeguards **Timesheets**

COMHAB - [DEFAULT]

Status: Draft
Service Type: ComHab

View **Edit** Submit

2. Modify the checkbox selections if necessary to change which goals/outcomes are included on the timesheet.
3. Click **Edit**.



Edit Timesheet ×

Select Goals

- Teach safety skills
- Teach skills for independent living
- Increase opportunities for community integration, socialization, and fitness

Edit

4. Expand the attached outcomes to edit the text of the Actions as needed.

5. Click **Save** when done.

6. To navigate back to all timesheets, click **Back to All Timesheets**.

Submit SAP (Broker)

After the broker has finished creating/editing a timesheet, it must be submitted to the SD Coordinator for approval.

1. From the timesheets section, click **Submit** on the tile of the timesheet you wish to submit.

Create Timesheets For Mary Maryson DEMO

The screenshot shows a web interface with a navigation bar at the top containing the following tabs: [Dashboard](#), [Outcomes](#), [Plan Safeguards](#), [SD Safeguards](#), and [Timesheets](#). The [Timesheets](#) tab is currently selected. Below the navigation bar, there is a card for a timesheet titled "COMHAB - [DEFAULT]". The card displays the following information: "Status: Draft" and "Service Type: ComHab". At the bottom of the card, there are three buttons: "View", "Edit", and "Submit". The "Submit" button is highlighted with a red rectangular box.

2. The SD Coordinator will receive an email notification to review the submitted timesheet.

Retract SAP (Broker)

To retract a submitted timesheet, do the following.

1. From the timesheet section, click Retract on the tile of the timesheet you wish to retract.

Create Timesheets For Mary Maryson DEMO

[Dashboard](#)

[Outcomes](#)

[Plan Safeguards](#)

[SD Safeguards](#)

[Timesheets](#)

COMHAB - [DEFAULT]

Status: Pending Approval

Service Type: ComHab

[View](#)

[Retract](#)

2. The SD Coordinator will receive an email notification that the timesheet has been retracted. No action needs to be taken by the SD Coordinator.

You can now edit and/or resubmit the timesheet.

Download SAP

A timesheet can be downloaded anytime after it is created. However, by default, it will be marked with a “Draft” watermark and is not authorized for use. Once a timesheet is approved and has a status of Complete, the watermark is removed and the timesheet is ready to use.

There are three ways to download a timesheet:

- The Edit Timesheet page (Draft timesheets only)
- The View Timesheet window (all statuses)
- Download button (Complete timesheets only)

Edit Timesheet Page (Draft timesheets only)

1. From the timesheet section, click Edit on the tile of the timesheet you wish to download.

Create Timesheets For Mary Maryson DEMO

The screenshot shows a navigation bar with five tabs: Dashboard, Outcomes, Plan Safeguards, SD Safeguards, and Timesheets. The 'Timesheets' tab is active. Below the navigation bar, there is a card for a timesheet titled 'COMHAB - [DEFAULT]'. The card displays the following information: Status: Draft, Service Type: ComHab. At the bottom of the card, there are three buttons: View, Edit, and Submit. The 'Edit' button is highlighted with a red rectangular box.

2. Click **Edit**.

Create Timesheets For Mary Maryson DEMO

[Dashboard](#)

[Outcomes](#)

[Plan Safeguards](#)

[SD Safeguards](#)

[Timesheets](#)

COMHAB - [DEFAULT]

Status: Draft

Service Type: ComHab

[View](#) [Edit](#) [Submit](#)

2. Click **Download Timesheet**.

[DEFAULT] ×

Status: Pending Approval

Service Type: ComHab

[Download Timesheet](#)

GOALS

- ⊕ Teach skills for independent living
- ⊕ Increase opportunities for community integration, socialization, and fitness

Download button (Completed timesheets only)

1. From the timesheet section, click **Download**.

Create Timesheets For Mary Maryson DEMO

[Dashboard](#)

[Outcomes](#)

[Plan Safeguards](#)

[SD Safeguards](#)

[Timesheets](#)

COMHAB - [DEFAULT]

Status: Complete

Service Type: ComHab

[View](#) [Download](#)

Approve SAP (SD Coordinator)

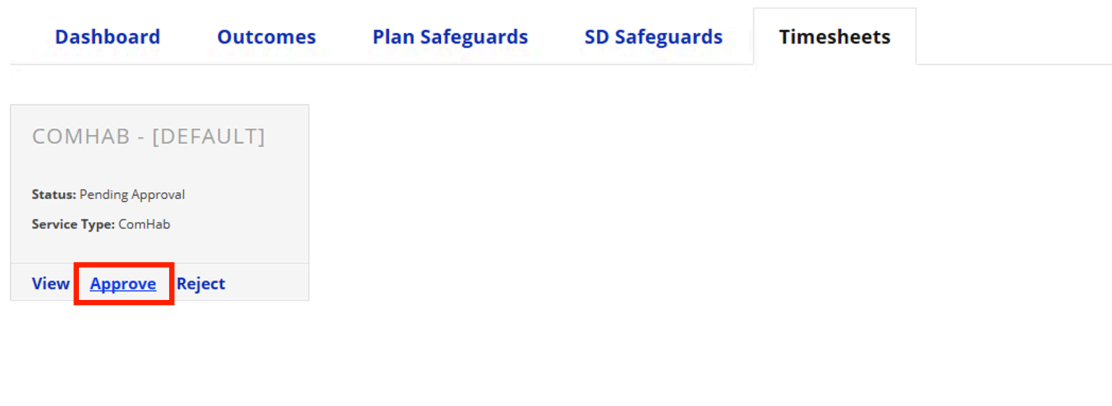
Approving a timesheet sets the status to Complete and removes the watermark, thus authorizing it for use.

To review a timesheet, refer to the VIEW and DOWNLOAD sections of this guide.

The following set of actions must be performed in Harmonix:

1. To begin, navigate to the Participant Detail layout of the participant in question and select the **Plans** tab.
2. From the timesheet section, click **Approve** on the tile of the timesheet you wish to approve.

Create Timesheets For Mary Maryson DEMO



The screenshot shows a navigation menu with tabs: Dashboard, Outcomes, Plan Safeguards, SD Safeguards, and Timesheets. The Timesheets tab is active. Below the menu, there is a card for 'COMHAB - [DEFAULT]'. The card displays 'Status: Pending Approval' and 'Service Type: ComHab'. At the bottom of the card, there are three buttons: 'View', 'Approve', and 'Reject'. The 'Approve' button is highlighted with a red rectangular box.

3. The broker will receive an email notification that the timesheet has been approved and is ready to use.

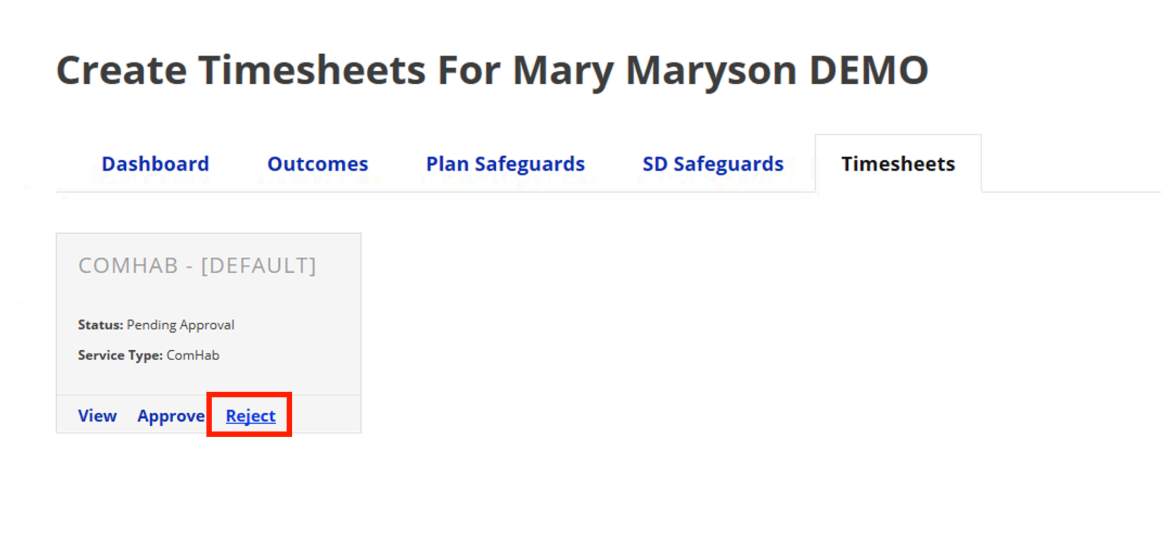
Reject SAP (SD Coordinator)

Rejecting a timesheet sets the status back to Draft. The broker can then edit the timesheet, make any necessary changes, and resubmit the timesheet.

To review a timesheet, refer to the VIEW and DOWNLOAD sections of this guide.

The following set of actions must be performed in Harmonix:

1. To begin, navigate to the Participant Detail layout of the participant in question and select the **Plans** tab.
2. From the timesheet section, click **Reject** on the tile of the timesheet you wish to decline.



The screenshot displays a web interface titled "Create Timesheets For Mary Maryson DEMO". At the top, there is a navigation bar with five tabs: "Dashboard", "Outcomes", "Plan Safeguards", "SD Safeguards", and "Timesheets". The "Timesheets" tab is currently selected. Below the navigation bar, a card displays information for a participant named "COMHAB - [DEFAULT]". The card shows the status as "Pending Approval" and the service type as "ComHab". At the bottom of the card, there are three buttons: "View", "Approve", and "Reject". The "Reject" button is highlighted with a red rectangular border.

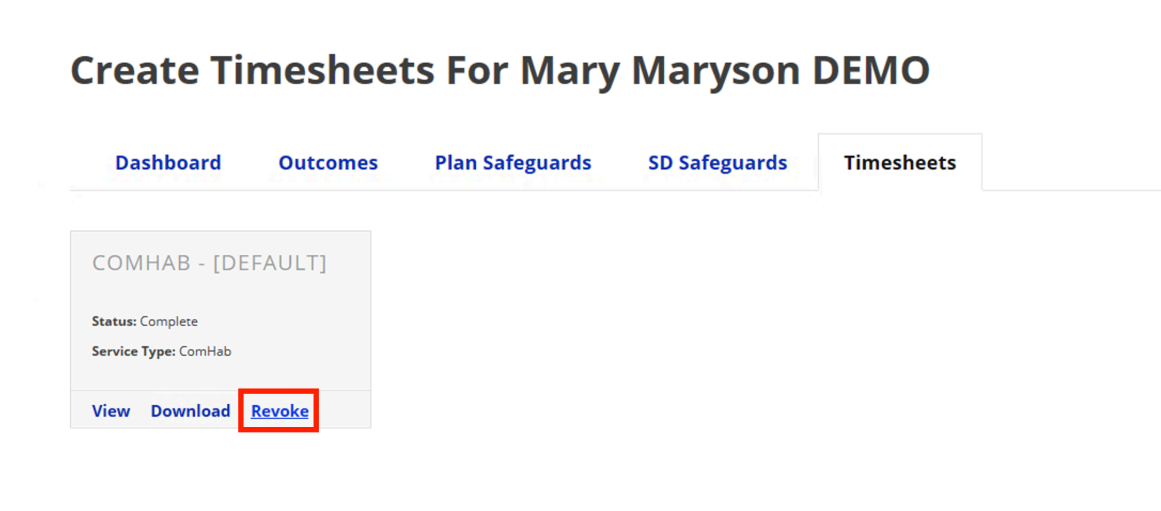
3. The broker will receive an email notification that the timesheet has been rejected. Contact the SD Coordinator for information on why the timesheet was rejected and what needs to change.

Revoke SAP (SD Coordinator)

Revoking a timesheet changes the status from Complete to Draft, allowing the broker to make changes and resubmit.

The following set of actions must be performed in Harmonix:

1. To begin, navigate to the Participant Detail layout of the participant in question and select the **Plans** tab.
2. From the timesheet section, click **Revoke** on the tile of the timesheet you wish to revoke.



The screenshot displays a web interface titled "Create Timesheets For Mary Maryson DEMO". At the top, there is a navigation bar with five tabs: "Dashboard", "Outcomes", "Plan Safeguards", "SD Safeguards", and "Timesheets". The "Timesheets" tab is currently selected. Below the navigation bar, a card displays the following information:

- COMHAB - [DEFAULT]
- Status: Complete
- Service Type: ComHab

At the bottom of the card, there are three buttons: "View", "Download", and "Revoke". The "Revoke" button is highlighted with a red rectangular border.

3. The broker will receive an email notification that the timesheet has been revoked. The timesheet is no longer valid to use. Contact the SD Coordinator for information on why the timesheet was revoked.

Timesheet Statuses

Timesheet Statuses

There are five (5) timesheet statuses:

- **Blank** - Status after the Staff Action Plan is approved and the timesheet's Service Type is in the participant's budget, but before the timesheet is created.
- **Not In Budget** - Status if the timesheet's Service Type is NOT in the participant's budget.
- **Draft** - Status after the timesheet is created, but before it has been submitted for approval.
- **Pending Approval** - Status once the timesheet has been submitted for approval.
- **Complete** - Status after the timesheet has been approved.

Unlock and Download your Timesheets

<https://player.vimeo.com/video/912698322>

Updated 10/31/25.

Outcome Combinations

There are three Service Types (ComHab, Respite and SEMP) and three Outcome Types (Goal, Support and Task), for a total of nine different combinations.

The Five Possible Timesheet Types

There are five (5) timesheet types. Every staff position must be on one of these five:

- ComHab - [Default]
- [ComHab - {Special}](#)²
- SEMP - Job Coach
- SEMP - Job Developer
- Respite

Hourly Rates

Hourly rates are NOT associated with individual timesheets. Two staff persons can use the same timesheet and be paid at different rates. It is therefore not necessary to have separate timesheets for different rates for the same position.

²See the "[ComHab - {Special}](#)" page of this guide for details.

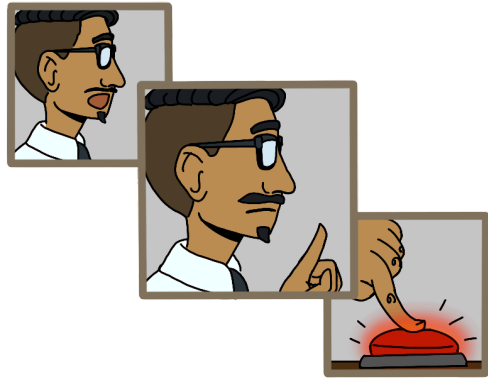
ComHab - [Default] vs. ComHab - {Special}

ComHab - [Default] (CH) is the most common type of ComHab and for most participants, it is the only type of ComHab in the budget. In some cases, a broker may submit a ComHab position in the budget whose role is functionally different than CH. In these cases, ComHab - {Special} (CHS) is used. See the "ComHab - {Special}" section below for more information on CHS timesheets.

Respite Timesheets

For scenarios in which Respite timesheets are allowed (namely, when Respite is in the participant's budget and at least one non-Task outcome has been created for Respite) the Respite timesheet is automatically created and submitted for approval and will therefore have a status of Pending Approval. Respite timesheets cannot be edited.

ComHab - {Special}



What is ComHab - {Special} (CHS)?

While reviewing an approved budget, an SD Coordinator may determine that a functionally different ComHab position was submitted by the broker. In this case, the SD Coordinator will create a job code for "ComHab - {Special}" (CHS). The most common type of CHS is "ComHab - Overnight". While still ComHab, the job itself is functionally different than ComHab - [Default].

What do I do if I have a CHS timesheet but only need ComHab - [Default]?

If a CHS tile appears, but you believe only ComHab - [Default] is needed, contact the SD Coordinator to adjust the job codes accordingly and remove the CHS timesheet.

What do I do if I need to create a CHS timesheet but only have ComHab - [Default]?

If a CHS tile does NOT appear (only ComHab - [Default] appears), but you believe a CHS is needed, contact the SD Coordinator to adjust the job codes accordingly and add a CHS timesheet.

What do I do if I need more than one CHS timesheet?

Only one CHS timesheet is allowed. In the event that there are more than one supplementary ComHab positions (ex. "ComHab - [Default]" AND "ComHab - Overnight" AND an additional CHS), create one CHS timesheet and include the outcomes and support actions for both CHS positions on the single timesheet. The Support Staff using the CHS timesheet will record on the timesheet which of the included outcomes and support actions they complete.

Outcome Types & Timesheets

When creating or editing a timesheet, only goals/outcomes for the Service Type of the selected timesheet appear. Additionally, outcomes of type "Task" do not appear. Only outcomes of type "Goal" and "Support" can be added to a timesheet.

FAQ

Why isn't the timesheet tile I want showing up?

There are two reasons why a timesheet tile does not show up:

1. An outcome for that Service Type does not exist in the Staff Action Plan, or
2. All outcomes for that Service Type in the Staff Action Plan are of type "Task" and tasks cannot be attached to a timesheet.

Why doesn't the Timesheet tab appear? Why is the timesheet button greyed out?

Possible reasons for this are:

- The Staff Action Plan has not been signed and approved.
- There are no Goal or Support outcomes listed on the Staff Action Plan. Therefore, there are no outcomes to attach to any timesheets.

Can I have the same outcome on multiple timesheets?

Yes. Any outcome can be on any number of different timesheets.