

Approve SAP (SD Coordinator)

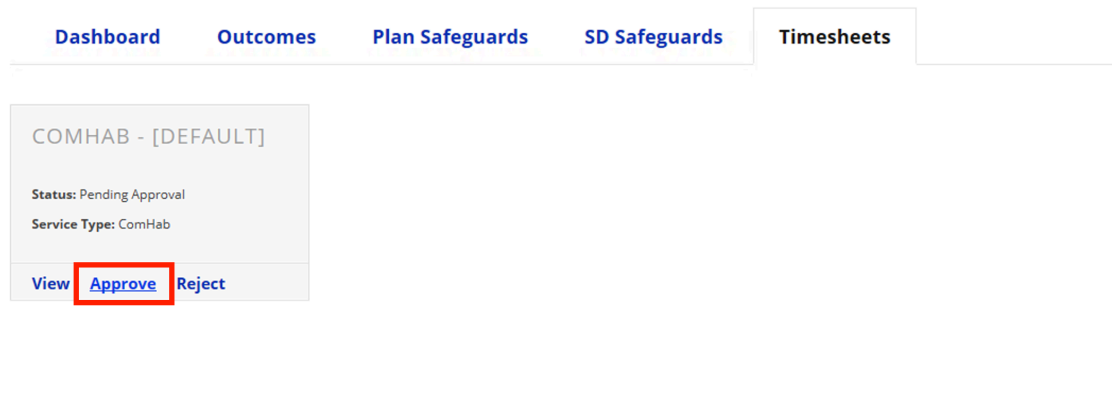
Approving a timesheet sets the status to Complete and removes the watermark, thus authorizing it for use.

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 displays the 'Timesheets' section of the Harmonix interface. 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 card for a timesheet titled '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 'Approve' button is highlighted with a red box, indicating the action to be taken.

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

🔄 Revision #2

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