

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**.

