## 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 IIn	neshee	ts For Mary	y Maryson	DEMO
Dashboard	Outcomes	Plan Safeguards	SD Safeguards	Timesheets
COMHAB - [DEF	AULT]			
Status: Blank Service Type: ComHab				
Create				

- 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.



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

ect an outcome below and edit the information to best it the esheet. A preview will be generated each time you save.	Employee Time Sheet for Period Ending: Raticipant:												
ach skills for independent living	Activity Codes:Enter the valued outcome/sc/u/ly code in the Activity Code field and provide a description of that activity. A 1 Teach wildle for indexeedeer living	Emp	said CIN:MM loyee:	100000M	Name §	dary M	aryso	n DEN	10	Signature:	Da	\$ec(	
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6. Click Save when done.

## Editing Timesheet "[DEFAULT]" For Mary Maryson DEMO

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ach skills for independent living	•	Activity Codes: Drive the valued outcome luctivity code in the Activity Code field and provide a description of that activity. En			0000M	Name &	Aary N	aryson DEMO			Signature:	D	ite:_/_/_		
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		B) Increase opportunities for community integration, socialization, and fitness	Service Locations:		ComHat	Home		BCom		munity	C Job Site	D Othe	r:		
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7. To navigate back to all timesheets, click **Back to All Timesheets.** 

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ORevision #3

Created Tue, Nov 24, 2020 6:48 PM by Admin

✓Updated Sat, Dec 14, 2024 1:37 AM by <u>Admin</u>

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