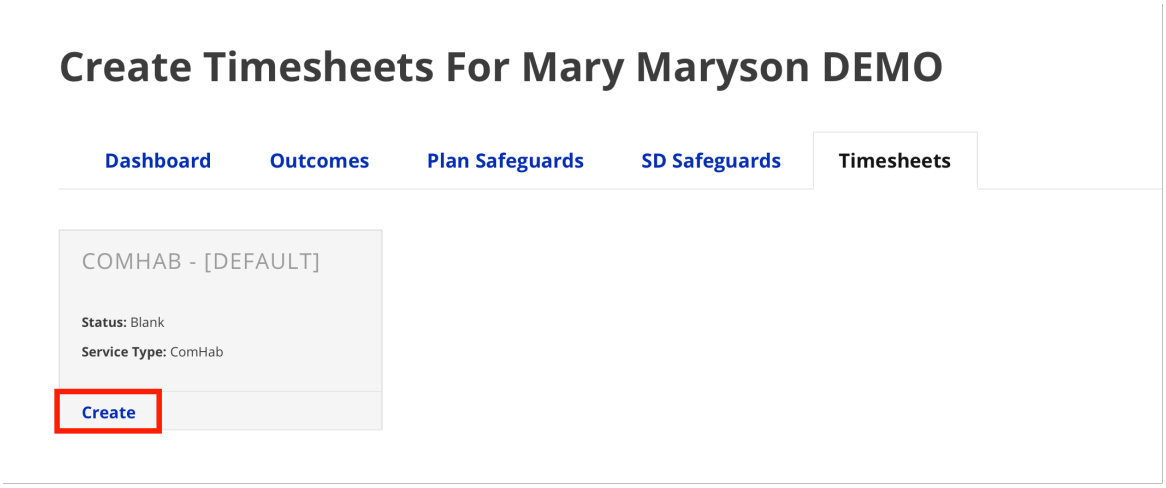
Create SAP (Broker)

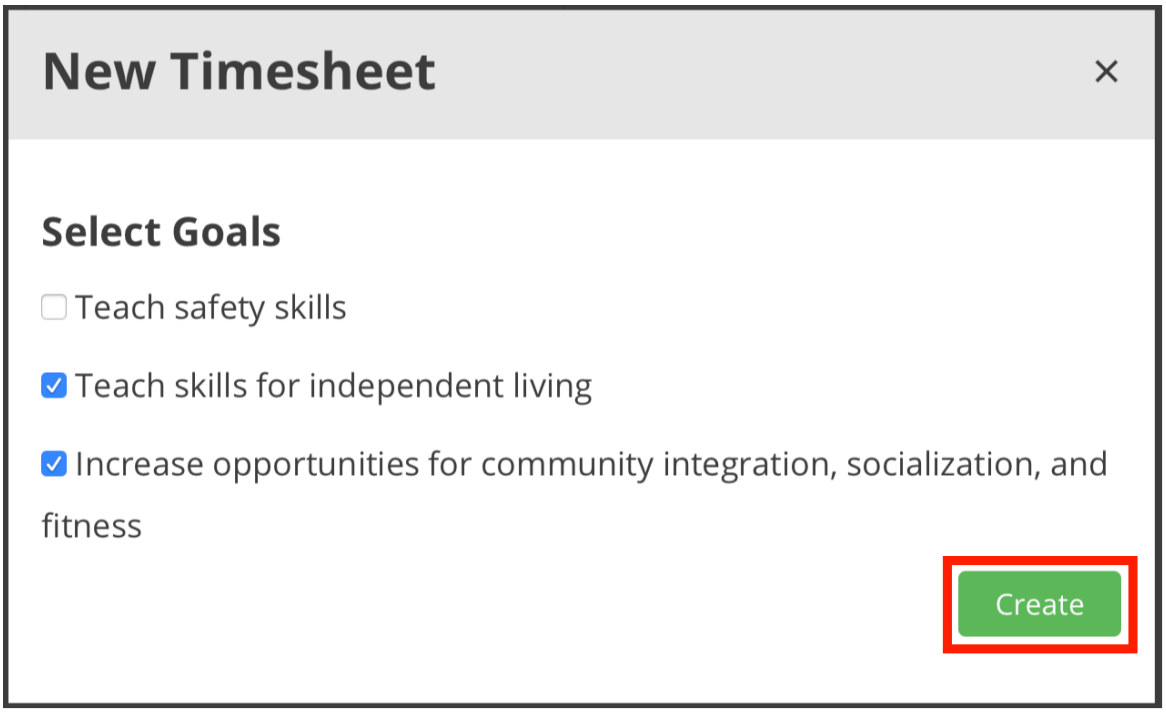
Timesheets can only be created for service types that are in a participant's budget. If an outcome exists in the Staff Action Plan for a service type not in the budget, the timesheet will have a status of "Not In Budget" and no action can be taken against it.

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.

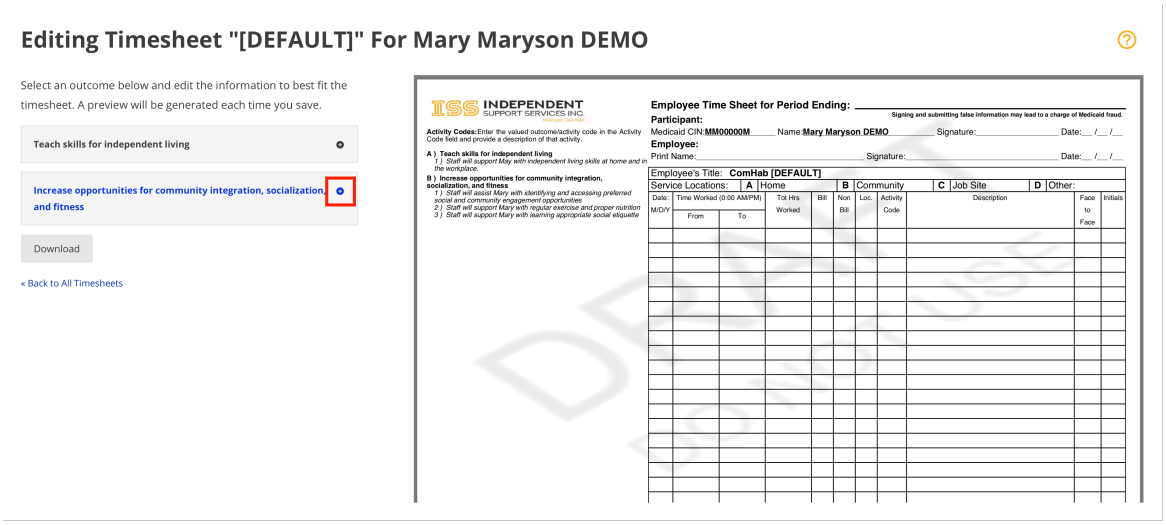
1. To create a timesheet, begin with a finalized and approved Staff Action Plan and navigate to the timesheets section.



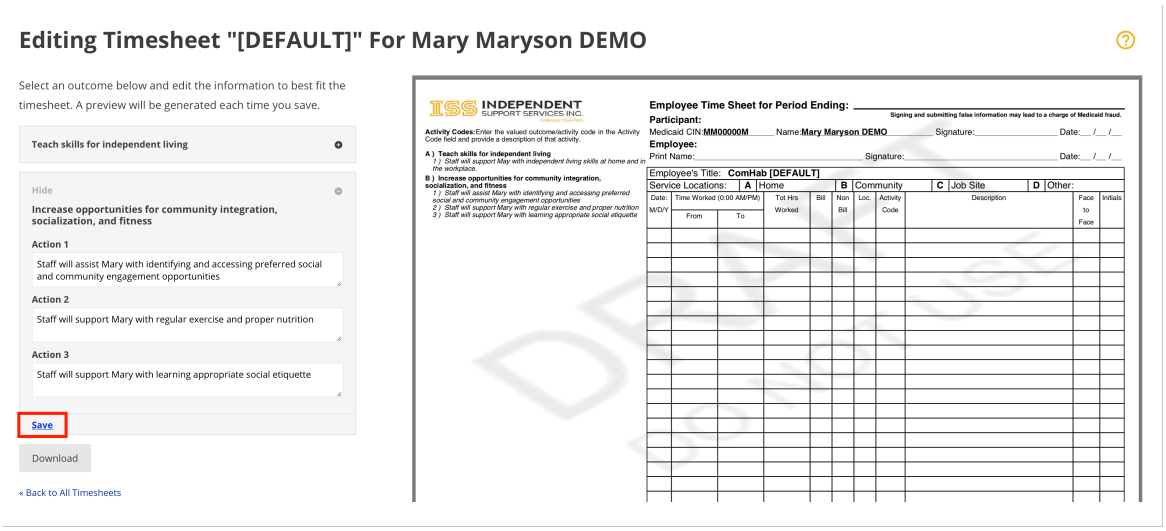
2. Click **Create** on the timesheet tile you would like to create.
3. Select the goals/outcomes to be included on the timesheet.
4. Click **Create.**



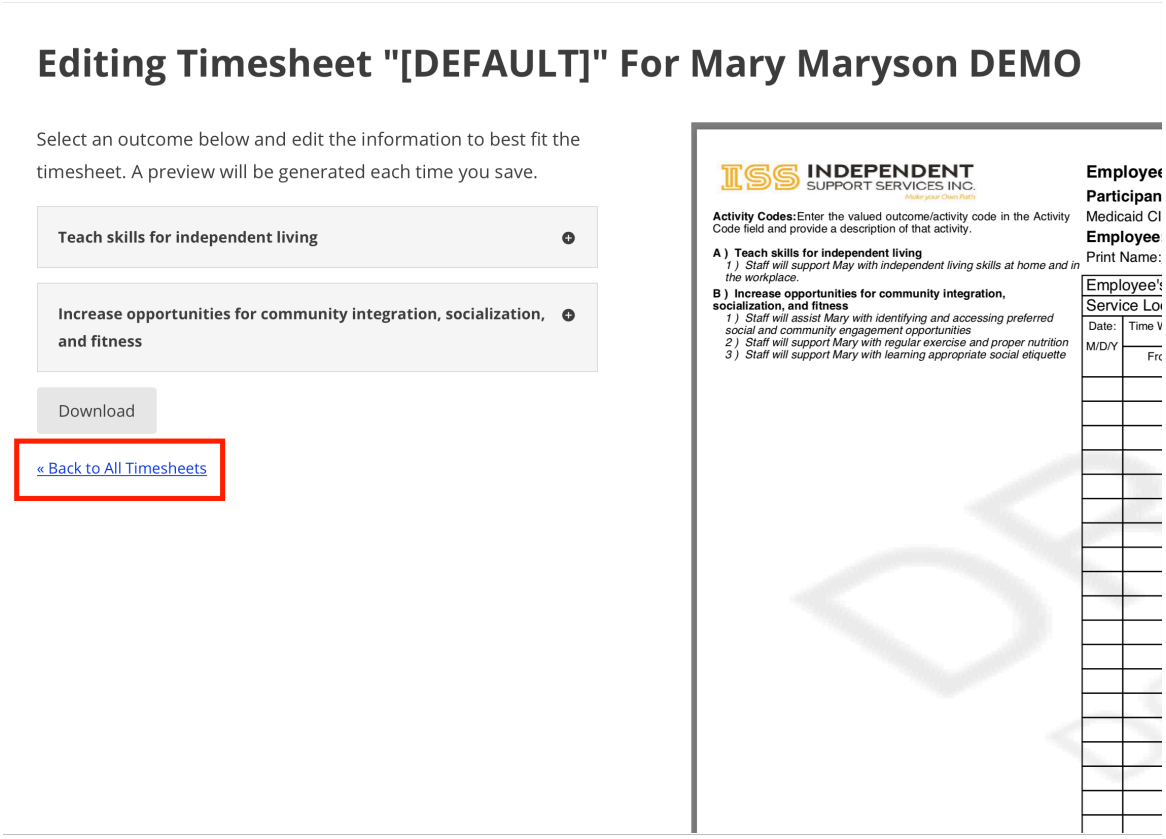
5. Expand the attached outcomes to edit the text of the Actions as needed.



6. Click **Save** when done.



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



Revision #3
★Created 2020-11-24 18:48:28 UTC by Admin
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