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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

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COMHAB - [DEFAULT]

Status: Draft

Service Type: ComHab

View

Edit

Submit

2. Click **Edit**.

Edit Timesheet

×

Select Goals

☒ Teach safety skills

☒ Teach skills for independent living

☒ Increase opportunities for community integration, socialization, and fitness

Edit

3. Click **Download**.

Editing Timesheet "[DEFAULT]" For Mary Maryson DEMO

Create a new timesheet or edit an existing one.

Select a date and edit the information to best fit the timesheet. A preview will be generated each time you save.

Team safety skills

Team skills for independent living

Increase opportunities for community integration, socialization, and fitness

☐

☐

☐

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Activity Codes Check the relevant competency/ability to be taught in this activity. Code and provide a description of that activity.

- Team safety skills**
 - 1) Did not support team skills team training and community safety.
- Team skills for independent living**
 - 1) Did not support team skills team training and community safety.
- Increase opportunities for community integration, socialization, and fitness**
 - 1) Did not assist Mary with identifying and connecting preferred and/or personally significant community and/or leisure activities.
 - 2) Did not support Mary with learning appropriate online employment.

Employee Time Sheet for Period Ending: _____
(Signing and submitting this information may result in a change of National Team)

Participant: _____ **Name** Mary Maryson **DEMO** **Signature:** _____ **Date:** ____/____/____

Employee: _____ **Signature:** _____ **Date:** ____/____/____

Print Name: _____

Employee's Title: **Comahk (DEFAULT)**

Service Location: | **A** | Home

B Community

C Job Site

D Other

Date	Time	Worked (hrs)	Unworked (hrs)	Notes	Description	Team	Notes
MDY	Train	Ta	Worked	Unworked			

View Timesheet window (all statuses)

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

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COMHAB - [DEFAULT]

Status: Draft

Service Type: ComHab

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2. Click **Download Timesheet**.

[DEFAULT] ×

Status: Pending Approval

Service Type: ComHab

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GOALS

+ Teach skills for independent living

+ Increase opportunities for community integration, socialization, and fitness

Download button (Completed timesheets only)

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COMHAB - [DEFAULT]

Status: Complete

Service Type: ComHab

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🕒Revision #2

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